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Project: SAVE ENERGY!

A SURVIVAL GUIDE

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THE UNITED STATES AIR FORCE - AN ENERGY AWARENESS TEAM

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PROJECT: SAVE ENERGY
A SURVIVAL GUIDE

So—you just got put in charge of *Project: Save Energy* at your base. You were selected because of your:

- Demonstrated leadership ability.
- Demonstrated program management skills.
- Experience in, or knowledge of, energy management and conservation.
- Ability to establish good rapport.

What is *Project: Save Energy*? It is the Air Force's energy awareness program. Its goal is to encourage all Air Force personnel to conserve energy, both at work and at home, without degrading operational readiness, and to recognize and reward excellence in energy conservation. The program, established in compliance with Department of Defense policy, reflects a long-term commitment by the Air Force to expose individuals to the energy situation and national security, and maintain their interest in conserving energy by continuously publicizing energy goals and policy and disseminating energy information.

Project: Save Energy begins each year on 1 October and is conducted throughout the year in several phases:

- Awareness, a 2- to 3-week phase to inform people of the importance of energy conservation by describing the overall national energy situation and the effects of the energy problem on the Air Force. The most important aspect of this phase is Energy Awareness Week, which is held annually, usually in late October. The activities planned for this event are designed to reach as many people as possible, while promoting an energy conservation ethic. Current and future energy conservation activities are emphasized, and past and present accomplishments are publicized.
- Comprehension, a 2- to 3-week phase to show how individual energy-use patterns and habits relate to the energy situation and to emphasize that each individual is responsible for energy conservation both at work and at home.
- Preference, a 4- to 8-week phase to present options and ideas for conserving energy both at work and at home and to show that there are a variety of ways that people can conserve energy in most of their activities.
- Intention, a 2- to 4-week phase to provide specific information on how to conserve energy.

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- Action, an ongoing phase to emphasize continued, active participation in energy conservation efforts.

The bottom line is to make energy conservation a personal priority and a way of life for everyone. And this means *everyone*—senior officers, pilots, engineers, maintenance crews, spouses, and children. Everyone uses energy at work, at play, at home. Individuals are the backbone of the conservation program. They are the ones who turn off hot water taps and unnecessary lights, and shut off machinery when it isn't being used. So each individual must get involved and take action to save energy—it is not "up to the next guy." And, involvement must be continuing. If the conservation effort lets up, interest will wane. Old habits will reappear and much of the ground gained will be lost.

Your job is to make sure that your base's *Project: Save Energy* is a terrific success by "selling" energy conservation. Sometimes your audience will be friendly—and sometimes hostile. So, your initiative, interest, and enthusiasm in developing and maintaining an aggressive energy awareness program will be extremely important. Your tasks will include:

- Building a dynamic team as a problem-solving, action-taking group to plan and implement energy programs throughout the year.
- Serving as chairman (and participating member) of the team.
- Managing the program budget and schedule.
- Coordinating efforts of work groups.
- Monitoring projects and assuring that program activities are completed.
- Directing changes in program materials, strategies, or activities when they are necessary or desirable.

- Maintaining baseline data and program records.
- Briefing senior officers regularly to keep them informed of program strategies, activities, and special needs.

How do you get everyone involved in saving energy—and keep them involved? An effective energy awareness program can be accomplished in many different ways: face-to-face discussions, conveniently scheduled seminars and workshops, distribution of informative literature, posters with simple energy messages, and films, to name a few. Special activities—such as a Run for Energy, slogan contests, and energy competitions among different groups on base—also will help keep your energy conservation message in the forefront by serving as reminders of the Air Force's commitment to *Project: Save Energy*.

The major obstacle you will face is that most personnel on any installation will consider energy as cheap, particularly since "Uncle Sam" pays all of the bills. Also, people do not usually feel that

WAYS TO GET PEOPLE INVOLVED

Plan energy activities in which people will want to participate.

Advise new arrivals of the program and give them an opportunity to become involved.

Invite personnel to become involved in energy conservation efforts off base, such as in local schools, community groups, and churches.

Invite more personnel to become involved as instructors at seminars or "how to" workshops.

Invite new guest speakers to participate in seminars and similar programs.

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their small individual efforts will be noticed or will make much difference in the total picture. So, stress the fact that pennies saved by individuals add up to thousands of dollars for the Air Force. Be sure to provide feedback information on the results of energy conservation efforts. For many Air Force installations, information is available on historical energy use, energy use by fuel type, and energy use by function (housing, offices, cooking, heating, etc.). If people can see that their efforts really do make a difference, they will be encouraged to try harder.

The purpose of this document is to help you develop a successful program by giving you some ideas about how to implement *Project: Save Energy*. Included are sections on planning, resources, publicity, incentives, and programs. A section on how to evaluate the success of your program also is included. Samples of checklists, letters, and other materials used by different Air Force bases as well as by the Army and Navy are provided as guidelines.

This document should be considered a tool only; it is not to be considered a "canned" awareness program. Rather, its purpose is to plant a few seeds to get you started developing a creative and successful program tailored to meet the special needs of your base. Differences in personnel distribution, mission objectives, and the type, size, and location of your installation will affect the type and scope of the activities you choose to sell energy conservation. And, each installation presents constraints to be considered and unique opportunities to be used when planning an energy awareness program. For example, some installations are located near geothermal resources; others are conducting pioneering research that will save energy and dollars.

Get together with your planning committee and brainstorm new programs. Once you get the ball rolling, ideas will flow freely. Don't be afraid of obstacles. Your boss and the base and wing commanders all want a successful program. Work with them and anything is possible!

Don't forget to let the Air Force Energy Office at headquarters know what you are doing. Report on activities that were successful and well received as well as activities that were not and why. Your experience can help others.

SOME AIR FORCE ENERGY DOCUMENTS

Air Force Energy Conservation and Management, AFR 18-1

Air Force Energy Program Policy Memorandums

Air Force Energy Plan

AFESC Techdata Sheets

AFESC Energy Newsletters

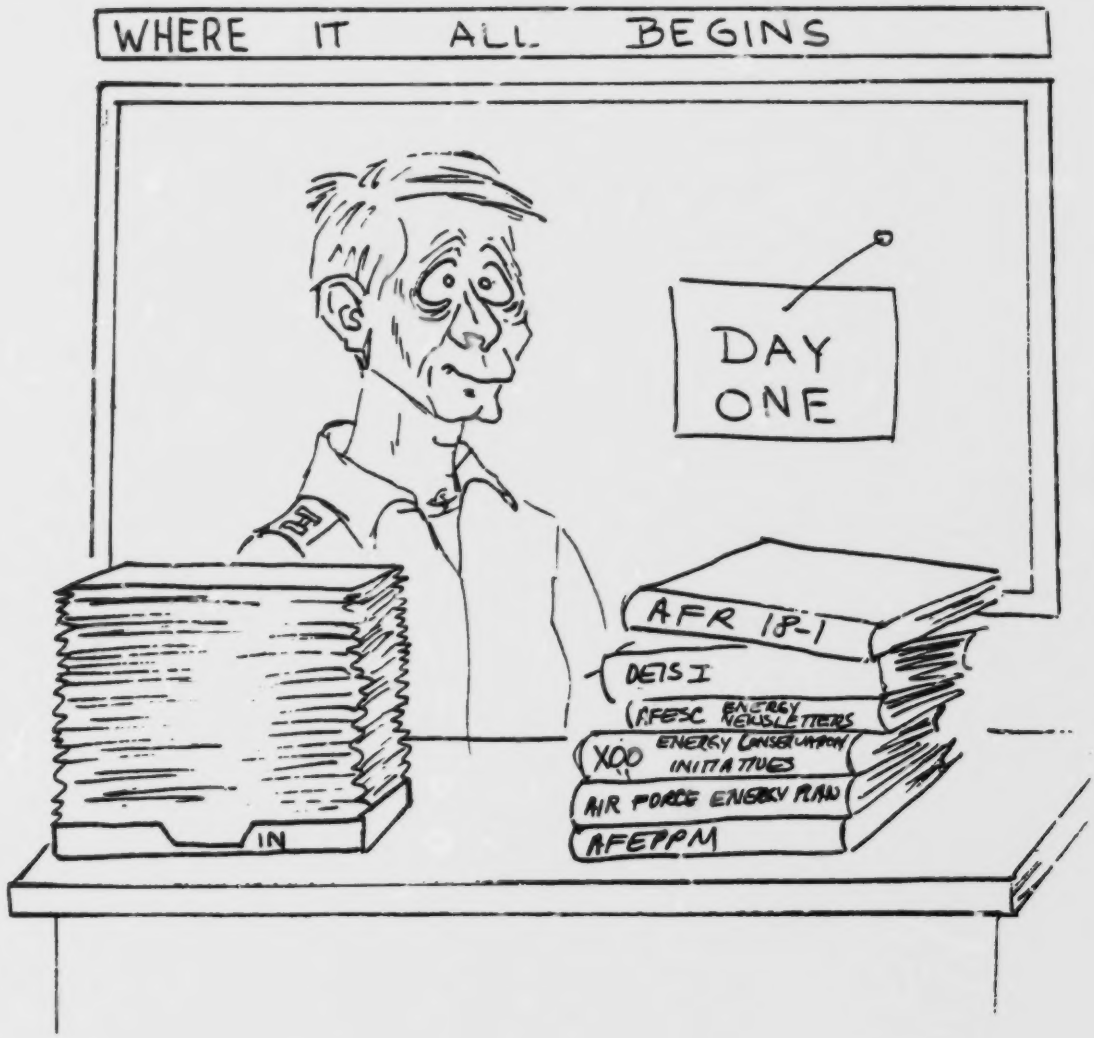
PLANNING

Making *Project: Save Energy* a success requires careful planning and a lot of advance preparation and leg work. You can't do it alone, so establish a general planning committee to coordinate, control, and monitor the year's energy awareness program. Ideally, your general planning committee should include personnel from all levels (line and staff) and functional areas (engineers, pilots, maintenance staff, people from the motor pool, public affairs specialists). Also, see if any family housing occupants will volunteer to serve on the committee. Each member of your committee will bring different experiences and concerns regarding energy programs, so the exchange of ideas is essential. And, each will have specialized skills that will be of value in implementing the program. Use them whenever possible to promote the program. To carry out their responsibilities effectively, committee members should be relieved proportionately of other job responsibilities. Find out what the policy at your base is.

One of the first tasks of the general planning committee is to consider the various factors that will affect the choice of energy programs to be included in the year's *Project: Save Energy*. So:

- Assemble a list of the energy conservation activities currently in progress at your base. These may include:
  - Transportation (car- and vanpooling, modified public transportation, motor pool regulations).
  - Recycling (paper, cans, furniture).
  - Building retrofit measures affecting structure, heating and cooling systems, lighting, appliances.
  - Modified employee scheduling (daytime maintenance, short weeks, staggered shifts).
- Meet with staff responsible for energy conservation activities and determine:
  - Current level of personnel involvement in or awareness of the activities.
  - Rate of increase or decrease in employee involvement in the activities since inception of the program.
  - Necessary strategies.
  - Program materials.
  - Potential for coordination in the future with regard to special events or publicity.
  - Plans for future conservation efforts and improvements.
- Contact the appropriate office to obtain utility cost figures and consumption levels for the past 12 months.
- Meet with representatives of the engineering and maintenance departments to inquire about building characteristics that might affect the program.
- Obtain figures about the total number of personnel in each job function.
- Prepare and distribute an employee survey to get an indication of employee attitudes toward energy awareness and their interest in program involvement.
- Define the base's capabilities for producing and printing art work, photography, and graphics for the program.

Your analysis of this data and any other pertinent information you obtain will give you some ideas about program strategies—including areas in which specific energy-saving behavior can be measured, personnel groups that should be targeted in special energy programs, and facilities that are available for energy programs.



Next, find out what resources are available in addition to those on base. Local groups often are willing to support energy programs by providing publications, speakers, and exhibits of conservation techniques and devices, as well as contributing in other ways you may not have considered. Utility companies are especially helpful. You also should contact nearby schools and universities, municipal energy and transportation departments, public service groups, commercial energy conservation equipment and supply dealers, and any other organizations interested in energy. In addition to local resources, you may also wish to contact your state energy office as well as federal agencies and other national organizations and associations directly involved in energy matters.

Now, identify specific energy programs that will best promote energy awareness at your base given the available resources. A variety of programs that will appeal to people with different skills, interests, and ages is best. Some programs should appeal to everyone—an energy fair incor-

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SOME PLANNING COMMITTEE FUNCTIONS

Identify energy programs—both educational and special events—to be held during the coming year.

Prepare a master schedule of the year's energy programs.

Establish funding requirements.

Determine incentives to be offered.

Obtain or prepare promotional and educational materials.

Evaluate feedback to determine how successful the various programs are.

If needed, form work groups to perform special tasks.

porating a wide variety of energy activities, for example. Other programs should be designed for special interest groups; for example, plan a series of briefings to pilots on changes in operational procedures that can save energy and explain what the savings mean to individual pilots as well as to the Air Force as a whole.

Prepare a master schedule of the year's energy programs. Some special programs should be planned for Energy Awareness Week to attract maximum participation and draw attention to the Air Force's commitment to *Project: Save Energy*. Other programs should be held throughout the year to maintain energy awareness and to educate people on ways that they can save energy—a year-round recycling campaign and a series of "how to" workshops are examples.

Develop a strategy for implementing the programs you have selected. Funding is an important consideration. You will need money to purchase posters, stickers, awards, films, supplies, and the like. As you develop your program plan, be sure that all cost items are clearly identified. As you identify each cost item, consider no-cost or low-cost alternatives and what the effect will be if funds are not available. Allocate funds according to program priorities. The most money should go to programs expected to reach the most people. Among other things that you need to consider are the requirements for special program materials, publicity, incentives, and effective program evaluation.

For each energy program you plan as part of your *Project: Save Energy* year, establish deadlines for production of specific materials and for completion of arrangements for special events, incentive programs, and evaluations. Verify that the promotional and educational materials are ready for distribution and that planned activities are well-organized, well-staffed, and well-publicized.

To facilitate detailed planning and execution of planned efforts, you may want to divide the general planning committee into work groups. You could also solicit more people from the base with specialized knowledge that will enhance the work groups. The input of a wide variety of people will be valuable and will help strengthen the overall energy awareness program. Personnel who participate and who feel themselves partners in the planning and implementation of the details of the program will share pride in the results. And they will help spread the word.

Each work group should be assigned specific tasks. Try to group members according to their special skills or related interests so that the group can work most efficiently and effectively. For example, include anyone from the public affairs office in a publicity work group. Such a group might be responsible for selecting, obtaining or preparing, scheduling, and distributing all promotional materials to be used in your energy awareness program. These materials include booklets and brochures, articles and speeches, posters, stickers, etc.

Among other possible work groups are:

- Incentives work group to plan and implement both tangible and intangible incentives that will motivate everyone to participate in the base's effort to save energy. Tasks might include selecting appropriate incentives for each program and obtaining sponsors to provide material support.
- Evaluation work group to determine the success of the various programs held during

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the year. Their tasks might include determining how many people actually participated in a program versus how many were available to participate and determining whether the program helped further the cause of energy conservation, either by effectively reminding people of the need to save energy or by resulting in a measurable decrease in energy use.

- Energy information clearinghouse to analyze new materials and identify those that are most relevant in terms of the base's interests and needs, and to maintain a current library or list of energy material available from Air Force headquarters and other resources.

The number of groups you form will depend on the types of programs you plan, the size of the installation, and other factors. Some groups may be permanent; others may be temporary, for example, when a concentrated effort in a specialized program area is required.

However you organize your planning effort, remember that the work of one group will affect and be affected by the work of other groups. For example, the evaluation work group will be able to provide feedback useful to the incentives work group, and the publicity work group must know what incentives are being offered for a particular activity to promote participation. So, encourage individual work groups to meet together as often as necessary and hold meetings of the general planning committee relatively often to be sure everyone has the information needed and that nothing slips through the cracks.

Don't forget to maintain liaison with the base commander and senior officers responsible for managing the energy resources at your installation. Meet with them to:

- Present proposed goals and activities for the year's *Project: Save Energy*.
- Inquire about any specific goals they want to establish for the base or any energy conservation plans of which you may be unaware.
- Discuss budgetary and manpower requirements for planning, implementing, and evaluating the program.
- Request assistance in relieving part-time energy awareness program staff of some of their other responsibilities.
- Discuss the role of headquarters in assisting in the preparation or acquisition of program materials.

And, get the commander involved in the programs. The direct involvement of the commander and other senior officers will help highlight the Air Force's commitment to energy conservation and start you on the way to success.

SAMPLE—EMPLOYEE SURVEY

1. Do you think your energy consumption behavior contributes to the national energy problem? ☐ Yes ☐ No
2. Do you think your conservation efforts can make a difference in the energy use at this installation? ☐ Yes ☐ No
3. Do you think your energy consumption is efficient? ☐ Yes ☐ No
4. Do you know any ways you could save energy beyond what you are currently doing? ☐ Yes ☐ No
5. Do you participate in a carpool, vanpool, or other ridesharing program? ☐ Yes ☐ No
6. Do you generally abide by the 55 mph speed limit? ☐ Yes ☐ No
7. If you own a car, do you know approximately how many miles per gallon the car gets? ☐ Yes ☐ No
8. If you own a car, did fuel efficiency play a role in the selection of the car? ☐ Yes ☐ No
9. If you were to buy a new car, would fuel efficiency play a role in your selection? ☐ Yes ☐ No
10. Do you leave lights or office equipment on when you leave your office for lunch or breaks? ☐ Yes ☐ No
11. When you are at home, are lights left on in unoccupied rooms? ☐ Yes ☐ No
12. Did energy efficiency play a role in the selection of your most recently purchased major appliance (refrigerator, freezer, air conditioner, furnace, washer, dishwasher)? ☐ Yes ☐ No
13. Do you recycle cans bottles, newspaper, clothing, aluminum foil or other material at home? ☐ Yes ☐ No
14. Do you regularly use the blank sides of old letters, memos, etc., for scratch paper at home or at work? ☐ Yes ☐ No
15. Do you consciously restrict your use of hot water in baths or showers or at other times conserve water? ☐ Yes ☐ No
16. At home or in the office, do you adjust the blinds to keep light or heat in or out as necessary, or do you generally use other means to keep room light and heat comfortable (turn lights on or off, turn on heater or air conditioner, etc.)? ☐ Yes ☐ No
17. Would you be willing to assist in a comprehensive employee energy awareness program to improve energy management among installation personnel? ☐ Yes ☐ No

If yes, please give your name and work phone number.

_____ _____

Name Phone Number

SAMPLE—CHECKLIST FOR SENIOR OFFICER INVOLVEMENT

Have you asked the Commander and other senior officers to:

- ☐ Allocate sufficient human and financial resources?
- ☐ Send a memo announcing the start of the program and endorsing it?
- ☐ Appear at award ceremonies?
- ☐ Be a guest speaker on energy at various employee and management functions?
- ☐ Participate in an audio-visual presentation?
- ☐ Author (or by-line) a column or article in installation publications?
- ☐ Tour the installation occasionally to be photographed with energy exhibits and conservation retrofits?
- ☐ Send follow-up notices or letters at different times throughout the program?
  - ☐ - At the start of each new phase.
  - ☐ - To announce the start of various incentive programs.
  - ☐ - To comment on program successes and failures.
  - ☐ - To announce contest winners.
  - ☐ - To praise outstanding personnel efforts in the areas of energy conservation.

RESOURCES

A large variety of materials, experts, etc., are available to help you with *Project: Save Energy*. Local resources—utility companies, schools and universities, municipal energy and transportation departments, public service groups, merchants, and any other organizations interested in energy—are particularly useful. They are likely to have materials tailored more closely to your needs than will national organizations. And, some local organizations have more of a vested interest in encouraging energy conservation by individuals in the area. Furthermore, contacting these groups can result in a valuable exchange of ideas, stimulate more interest in the total program, and provide publicity through the news media. It can also serve to reassure the members of the civilian tax-paying community of the Air Force's interest in saving tax dollars.

In addition to local resources, contact your state energy office. You may also wish to contact federal agencies with energy-related responsibilities. One—U.S. Department of Energy—maintains a number of regional public information offices throughout the country. Their addresses are listed here along with those of state energy offices. Contact the one nearest you for help in locating resources in your area. Some other national organizations and associations that may be able to help you also are listed.

STATE AND REGIONAL ENERGY OFFICES

Alabama

Alabama Department of Energy
25 Washington Avenue
Montgomery, AL 36130

Alaska

Alaska Energy Extension Service
McKay Building
338 Denali Street
Anchorage, AK 99501

Alaska Energy Office
Division of Energy and Power Development
McKay Building
338 Denali Street
Anchorage, AK 99501

Arizona

Energy Programs
Capital Tower
1700 West Washington Street
Phoenix, AZ 85007

Arkansas

Arkansas Department of Energy
3000 Kavanaugh
Little Rock, AR 72205

California

California Energy Commission
1111 Howe Avenue
Sacramento, CA 95825

California Energy Extension Service
1211 16th Street
Sacramento, CA 95814

U.S. Department of Energy
Public Information Office
350 South Figueroa, Suite 285
Los Angeles, CA 90071

U.S. Department of Energy
Public Information Office
Wells Fargo Building
1333 Broadway
Oakland, CA 95412

Colorado

Colorado Extension Service
Office of Energy Conservation
1525 Sherman Street
Denver, CO 80203

Colorado Office of Energy Conservation
1600 Downing Street
Denver, CO 80218

U.S. Department of Energy
Public Information Office
P.O. Box 2567
Grand Junction, CO 81501

Connecticut

Energy Division
Office of Policy and Management
80 Washington Street
Hartford, CT 06115

Delaware

Delaware Energy Office
P.O. Box 1401
Dover, DE 19901

District of Columbia

Energy Unit, Office of Planning and Development
1420 New York Avenue, N.W.
Washington, DC 20004

Florida

State Energy Office
301 Bryant Building
Tallahassee, FL 32304

Georgia

Office of Energy Resources
270 Washington Street, S.W.
Atlanta, GA 30334

Hawaii

Department of Planning and Economic Development
1164 Bishop Street
Honolulu, HI 96813

Hawaii Energy Extension Service
P.O. Box 2359
Honolulu, HI 96804

Idaho

Office of Energy
State House
Boise, ID 83720

U.S. Department of Energy
Public Information Office
550 Second Street
Idaho Falls, ID 83401

Illinois

Institute of Natural Resources
325 West Adams Street
Springfield, IL 62706

U.S. Department of Energy
Public Information Office
9800 South Cass Avenue
Argonne, IL 60439

Indiana

Department of Commerce
Energy Office
440 North Meridian Street
Indianapolis, IN 46204

Iowa

Iowa Energy Policy Council
Lucas Building, Capitol Complex
Des Moines, IA 50319

Kansas

Kansas Energy Office
214 West 6th Street
Topeka, KS 66603

Kentucky

Kentucky Department of Energy
Capitol Plaza Tower
Frankfort, KY 40601

Kentucky Energy Extension Service
Department of Energy
P.O. Box 11888
Lexington, KY 40578

Louisiana

Louisiana Department of Natural Resources
P.O. Box 44156
Baton Rouge, LA 70804

Maine

Office of Energy Resources
State Office Building
295 Water Street
Augusta, ME 04333

Maryland

Maryland Energy Office
Energy Extension Service Coordinator
301 West Preston Street, Suite 903
Baltimore, MD 21201

Maryland Energy Office
State Department of Natural Resources
301 West Preston Street, Suite 1302
Baltimore, MD 21201

Massachusetts

Executive Office of Energy Resources
73 Tremont Street
Boston, MA 02108

Michigan

Energy Administration
Michigan Department of Commerce
P.O. Box 30228
Lansing, MI 48901

Minnesota

Minnesota Energy Agency
980 American Center Building
150 East Kellogg Boulevard
St. Paul, MN 55101

Mississippi

Mississippi Energy and Transportation Board
Watkins Building
510 George Street
Jackson, MS 39202

Missouri

Missouri Department of Natural Resources
Division of Energy
P.O. Box 176
Jefferson City, MO 65101

Montana

Energy Division
Department of Natural Resources and Conservation
32 South Ewing Street
Helena, MT 59601

Nebraska

Nebraska State Energy Office
P.O. Box 95085
Lincoln, NB 68509

Nevada

Nevada Department of Energy
1050 East William Street
Carson City, NV 89710

U.S. Department of Energy
Public Information Office
P.O. Box 14100
Las Vegas, NV 89114

New Hampshire

Governor's Council on Energy
2½ Beacon Street
Concord, NH 03301

New Jersey

New Jersey Department of Energy
101 Commerce Street
Newark, NJ 07102

New Mexico

Department of Energy and Minerals
P.O. Box 2770
Santa Fe, NM 87501

U.S. Department of Energy
Public Information Office
P.O. Box 5400
Albuquerque, NM 87115

New York

New York State Energy Office
2 Rockefeller Plaza
Albany, NY 12223

North Carolina

Energy Division
North Carolina Department of Commerce
P.O. Box 25249
Raleigh, NC 27311

North Dakota

Office of Energy Management and Conservation
1533 North 12th Street
Bismarck, ND 58501

Ohio

Ohio Department of Energy
State Office Tower
30 East Broad Street
Columbus, OH 43215

U.S. Department of Energy
Public Information Office
P.O. Box 700
Piketon, OH 45661

Oklahoma

Oklahoma Department of Energy
4400 North Lincoln Boulevard
Oklahoma City, OK 73105

Oregon

Extension Service, Energy Program
Oregon State University
114 Dearborn Hall
Corvallis, OR 97331

Oregon Department of Energy
528 Cottage Street, N.E.
Salem, OR 97310

Pennsylvania

Governor's Energy Council
1625 North Front Street
Harrisburg, PA 17102

Rhode Island

Energy Office
80 Dean Street
Providence, RI 02903

South Carolina

Energy Extension Service Project
State Board for Technical and Comprehensive Education
1429 Senate Street
Columbia, SC 29201

Governor's Division of Energy Resources
S.C.N. Center
1122 Lady Street
Columbia, SC 29201

U.S. Department of Energy
Public Information Office
P.O. Box A
Aiken, SC 29801

South Dakota

Office of Energy Policy
Capitol Plaza
Pierre, SD 57501

Tennessee

Tennessee Energy Authority
226 Capitol Boulevard Building
Nashville, TN 37219

U.S. Department of Energy
Public Information Office
P.O. Box "E"
Oak Ridge, TN 37830

Texas

Texas Energy and Natural Resources Advisory Council
200 East 18th Street
Austin, TX 78701

Utah

Utah Energy Office
221 East 400 South
Salt Lake City, UT 84111

Vermont

Energy Office
State Office Building
Montpelier, VT 05602

Virginia

Office of Emergency and Energy Services
310 Turner Road
Richmond, VA 23225

Washington

State Energy Office
400 East Union Avenue
Olympia, WA 98504

U.S. Department of Energy
Public Information Office
P.O. Box 550
Richland, WA 99352

West Virginia

Fuel and Energy Division
Office of Economic and Community Development
Charleston, WV 25311

Wisconsin

Wisconsin Department of Energy
101 South Webster
Madison, WI 53702

Wisconsin Energy Extension Service
432 North Lake Street
Madison, WI 53706

Wyoming

Energy Office
State Capitol
2320 Capitol Avenue
Cheyenne, WY 82002

Energy Extension Service
University of Wyoming
P.O. Box 3965
University Station
Laramie, WY 82071

Other

Territorial Energy Office
Government of American Samoa
Pago Pago, American Samoa 96799

Guam Energy Office
P.O. Box 2950
Agana, Guam 96910

Commonwealth Energy Office
Nauru Building, 5th Floor
P.O. Box 1115
Saipan, Mariana Islands 96950

Office of Planning and Statistics
Office of the High Commissioner
Trust Territory of the Pacific Islands
Saipan, Mariana Islands 96950

Office of Energy
P.O. Box 41089
Minillas Station
Santurce, Puerto Rico 00940

U.S. Virgin Islands Energy Office
P.O. Box 2996
St. Thomas, Virgin Islands 00801.

FEDERAL AGENCIES

U.S. Department of Commerce
Office of Energy Programs
Washington, DC 20230

U.S. Department of Energy
Office of Public Affairs
1000 Independence Avenue, S.W.
Washington, DC 20585

U.S. Department of Energy
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

U.S. Department of Housing and Urban Development
Office of Policy Development and Research
451 7th Street, S.W.
Washington, DC 20590

U.S. Department of Transportation
Federal Highway Administration
400 7th Street, S.W.
Washington, DC 20590

U.S. General Services Administration
Federal Facility Ridesharing Program
425 I Street, N.W.
Washington, DC 20406

OTHER ORGANIZATIONS AND ASSOCIATIONS

Alliance to Save Energy
1925 K Street, N.W.
Washington, DC 20006

American Energy Week
1111 19th Street, N.W.
Washington, DC 20036

American Gas Association
1515 Wilson Boulevard
Arlington, VA 22209

American Petroleum Institute
Office of Public Relations
2101 L Street, N.W.
Washington, DC 20037

American Public Gas Association
Office of Public Information
301 Maple Avenue, West
Vienna, VA 22180

American Public Power Association
Public Information Director
2600 Virginia Avenue, N.W.
Washington, DC 20037

Americans for Energy Independence
1629 K Street, N.W.
Washington, DC 20006

Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, IL 60606

Center for Renewable Resources
1000 Connecticut Avenue, N.W.
Washington, DC 20036

Citizens' Energy Project
1110 6th Street, N.W.
Washington, DC 20001

Community Services Administration
1200 19th Street, N.W.
Washington, DC 20506

Conservation Foundation, Inc.
1717 Massachusetts Avenue, N.W.
Washington, DC 20036

Consumer Energy Council of America
1990 M Street, N.W.
Washington, DC 20036

Consumer Information Center
Pueblo, CO 81009

Council of Better Business Bureaus
1150 17th Street, N.W.
Washington, DC 20036

Edison Electric Institute
90 Park Avenue
New York, NY 10016

Energy Action Education Foundation
2000 P Street, N.W.
Washington, DC 20036

Energy Consumers and Producers Association
Box 1726
Petroleum Plaza
Seminole, OK 76868

General Federation of Women's Clubs
Box EDMD
1734 N Street, N.W.
Washington, DC 20036

National Coal Association
Public Relations Division
1130 17th Street, N.W.
Washington, DC 20036

National Petroleum Council
1625 K Street, N.W.
Washington, DC 20006

National School Boards Association
NEED Project Director
1055 Thomas Jefferson Street, N.W.
Washington, DC 20007

National Science Teachers Association
1742 Connecticut Avenue, N.W.
Washington, DC 20009

National Solar Heating and Cooling Information Center
P.O. Box 1607
Rockville, MD 20850

Natural Gas Supply Association
1025 Connecticut Avenue, N.W.
Washington, DC 20036

Solar Energy Institute of America
1110 6th Street, N.W.
Washington, DC 20001

Solar Energy Research Institute
1617 Cole Boulevard
Golden, CO 80401

PUBLICITY

An effective publicity campaign is critical to the success of *Project: Save Energy*. Publicity is the simplest way to get your energy messages across to large numbers of people at minimum cost. There are two types of messages that you need to send. One is to outline the what, where, and when of special educational programs and energy activities that you have planned as part of the energy awareness program. The other is to promote the importance of energy conservation. The best message is simple and action oriented and provides suggestions of real savings that can result. Energy awareness messages should emphasize personal responsibility for saving energy and the contribution that each individual can make. It is equally important to give appropriate publicity to people who win incentive awards, children who win school poster contests, and the group that saves the most energy in a selected period of time. Publication of results and "energy winners" will reinforce the motivation to continue and strengthen involvement in energy-saving activities.

EXAMPLES OF MESSAGES

Conserve Energy—It's Important.

Think Before Wasting Energy!

Drive 55—Save Gas!

Take Showers.

Turn Out the Lights!

Switch Off When Not In Use!

Idling Engines Wastes Energy!

Save Now—For a Better Tomorrow.

SOME PUBLICITY WORK GROUP TASKS

Identify posters, stickers, booklets, etc., as well as any special materials needed.

Identify people to do the art work, write articles, print, and distribute program materials.

Identify existing government and private sector energy-related materials that you can use.

Determine volume of materials needed.

Establish budget estimates.

Determine the role of base publications.

Identify role of press in program.

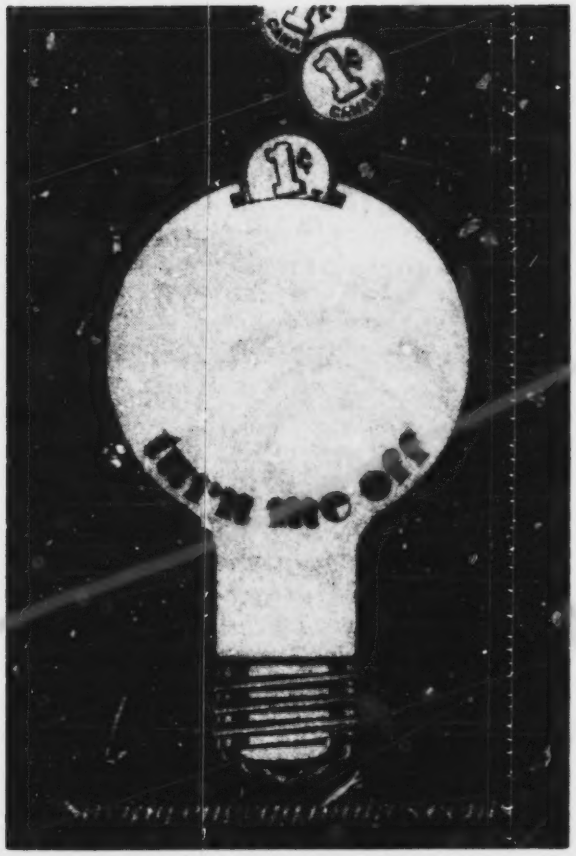
Determine need for additional help required to prepare materials or publicize special events, if any. Determine need for support group.

Determine need for information and/or assistance from other work groups.

To gain maximum coverage, use every media channel you can think of—the base newspaper; club newsletters; bulletin boards; billboards; desk tents and tent cards placed on office desks, cafeteria tables; and tables in reception areas; and flyers placed on windshields and handed out at the base exchange—are some examples. Local radio and television spots may even be available to you as a public service.

How do you publicize *Project: Save Energy*? A lot of different ways—variety is important. Think about:

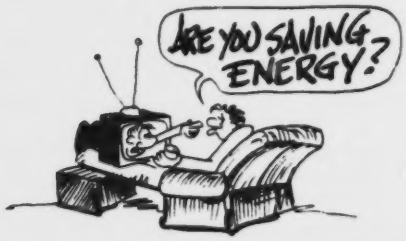
- Articles in base and local newspapers. These should appear at regular intervals during the year. Task work group members to write articles to turn in at the next meeting. Don't



TENT CARD USED BY BELL CANADA

forget the possibility of publishing your articles in such places as newsletters sent out by base clubs, civic organizations, and tenant activities. Major command magazines—TAC Attack and MAC Flyer, for instance—also are possibilities for publicizing. Need some ideas for articles? How about a series of articles featuring:

- ☐ The need for energy conservation.
- ☐ Base energy goals.
- ☐ Special programs implemented by the base to save energy and $$$$.
- ☐ How individuals can save energy at home and at work (for example, an article on energy-saving flight procedures).
- ☐ Changes made on base to conserve energy.
- ☐ Results: how actual savings stack up against results. And, of course, some articles will practically write themselves. Among these are:
  - ☐ Special messages from the base commander.
  - ☐ Energy quizzes.
  - ☐ Announcements of special energy events.
  - ☐ Coverage, including photos, of energy activities.
  - ☐ Announcements of awards and special achievements by individuals and groups.
- Cartoons, slogans, energy conservation suggestions, and energy saving tips. These can be used as fillers in newspapers and newsletters as well as on posters, stickers, etc.
- Posters and stickers—both bumper stickers and switch stickers. Think of successful safety programs in which posters are placed on walls, stickers are placed on machines, and bumper stickers are distributed. and follow the lead.
- Booklets and brochures. Place special display racks in such places as the cafeteria, building lobbies, and base exchange. And, be sure to make pertinent materials available during special energy events.
- Pictures. A picture of a steam leak posted on a bulletin board as an "energy loser" can be a very effective way of ensuring that future problems of that nature are dealt with quickly.



SOME AIR FORCE PUBLICITY MATERIALS

Posters

AFVA 18-3 Efficiency in All Operations
AFVA 18-5 Don't Speed; Drive at 55 MPH
AFVA 18-6 Turn Down Your Thermostat
AFVA 18-9 Project Save Energy

Pamphlets

AFP 18-2 Efficiency in All Operations
AFP 18-4 Project Save Energy

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- Interviews. Talk to the base commander about giving an interview on local radio or television. His appearance would not only demonstrate command support to base personnel, but will help publicize, and generate support for, your program in the local community.

Prepared materials are available from a wide variety of sources (see "Programs"). And, if you arrange for a special display or event developed by some other organization, ask if they have press release kits and other promotional material that you can use. But, use local talent whenever possible—this is one more opportunity to get individuals actively involved in selling energy conservation. Try to have personnel with artistic abilities prepare materials to help publicize your program. These designs could be used on bumper stickers, posters, and light switch covers, for example. And, don't forget to use posters, slogans, and cartoons submitted in your contests.

The year's *Project: Save Energy* publicity campaign begins with the promotion of Energy Awareness Week. As a special publicity idea to kick off the year, develop an energy calendar to be distributed to all base personnel. The calendar should show when educational programs and special energy activities (Walk- or Bike-to-Work Week, Run for Energy, workshops, etc.) are to be held. It can also include messages promoting energy conservation and energy saving tips appropriate to the season. Illustrate the calendar with photos of "energy winners," poster entries, cartoons, etc. As you develop more programs during the year, encourage people to note the information on their energy calendars so that they will be sure to remember to participate.

You must publicize *Project: Save Energy* continually throughout the year. Announce educational programs and special energy activities; follow up the event with articles about results, special awards, etc. Don't forget to take photos during the events to enhance your publicity effort.

In your campaign to promote energy conservation, maintain momentum by changing program material often. Experience has shown that commonplace material goes virtually unnoticed and serves no purpose. One of the most important techniques to attract and maintain attention is to vary the appearance and content of program material. This can be done by:

- Changing program graphics or slogans.
- Recruiting new writers and artists with different approaches or styles.
- Replacing posters, banners, and other media.
- Changing the format or layout of the program newsletter, if one exists.
- Using creativity in rephrasing standard program memorandums regarding transportation programs, volunteer recruitment, and general energy behavior, etc., to retain their motivational influence.

All program material should be positive and supportive to motivate people to save energy.

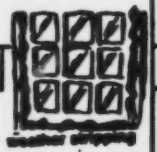
Use humor wherever possible. Few people respond well to preaching and doomsday approaches over a long period of time. Humor, when it is not condescending, tends to attract more positive attention and to maintain audience participation. Amusing characters, exaggeration of consequences of certain behaviors, or recommendations that are perfectly serious but are couched in a humorous context are more palatable than most sermons. The humor may be in the message or words, or simply in the visual presentation, or both, and may be expressed in posters, stickers, films, or articles.

Preserve the freshness of the program by encouraging program personnel and volunteers to be creative when planning activities. The purpose is to involve as many people as possible and to keep everyone thinking about energy conservation. Be willing to try the unusual and the unexpected.

SAMPLE—ENERGY CALENDAR USED BY THE ARMY

MONTH _____ YEAR _____

SAVE ARMY ENERGY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME FOR A TUNE-UP						
	ENERGY AWARENESS WEEK	 Weather stripping	HANDYMAN WORKSHOP	POSTER CONTESTS JUDGING DAY RECEPTION		
	How much energy did you save last week?					
					GAS LASTS AT	

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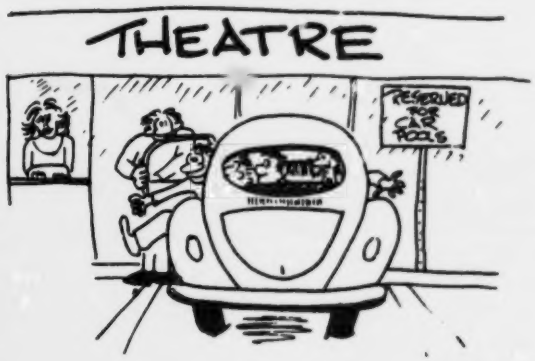
INCENTIVES

Good incentives will help make *Project: Save Energy* a success. Incentives can be tangible—a 3-day pass, for example—or intangible—a sense of pride in being part of a group that received the fewest "energy violations" during the month. And, they can be awarded to groups or to individuals.

Group incentives can be directed at clusters of various compositions and sizes. Possible groups include:

- Car- or vanpool units.
- Clubs.
- Informal, special interest groups.
- Departments.
- Buildings.
- Facility floors.
- All personnel on base.

Group incentive programs can be structured so that individuals are encouraged to work toward a common goal. Peer pressure will provide a lot of motivation to accomplish the goals.



Another approach is to place one group in competition with another. Competition becomes an added incentive to the already existing one of peer pressure. The potential reward serves as still another incentive for accomplishment of some energy-efficient behavior. Possible competitive activities include:

- Competition toward a common goal of energy conservation.
- Competition to demonstrate the greatest improvement in energy-efficient behavior over a stated period of time.
- Competition to receive the fewest energy violations over a stated period of time in facility energy conservation inspections.
- Competition to involve the greatest number of individuals in energy awareness program activities.

Utility reports, monitors' surveys, and other measurements of group energy performance can be used to select the winning group.

Sometimes dissimilar groups cannot be easily compared because of differences in their missions, employee profiles, locations, or working environments. Such groups can compete against their own previous performance records. The group can be challenged to:

- Demonstrate more program involvement than during a previous time period.
- Improve the group's performance as measured by monitoring.
- Reduce consumption of area electricity by a specified amount.
- Maintain a low energy use level in certain areas.

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SOME INCENTIVES

Tangible

Special passes. The day or afternoon off can be given to groups who attain specified goals. Or, 3-day passes could be given to individuals as rewards for superior energy conservation efforts.

Tickets to sporting events.

Special parking spaces for car- and vanpools.

Special hours for people who walk, ride a bike, or ride-share.

Exclusion from special duties.

Certificates of participation, for example, in "how to" workshops.

Certificates of commendation or appreciation.

Specialty items, such as key chains, coffee mugs, pens, t-shirts, pins, patches, etc., carrying an energy conservation message. These can be used as prizes or as incentives to participate in energy-conserving activities. For example, pins could be given to ridesharers; t-shirts could be given to entrants in a Run for Energy.

Cash or savings bonds. An advantage of savings bonds is that they represent investment in America and reinforce the idea of saving energy now to protect America's energy future.

Trophies and plaques. These incentives can be an attractive one-time award to an individual or group, or can "travel" to the winner of a group competition for an established time period. For best results, a "traveling" trophy should be colorful and humorous. The more outlandish it is, the better it will serve as a creative reminder to conserve energy, and the more its absence will be noted when the group must forfeit it. Trophy presentations should be highly publicized to foster peer group pressure and competitiveness.

Energy-conserving appliances, bicycles, wool sweaters, etc.

Gift certificates for use in the base exchange.

Energy banks for children. Suggest that parents put a penny into their children's piggy banks each time energy is saved through such actions as turning off bedroom lights when they leave for school or walking or riding a bike instead of being driven in the family car. Such a bank represents both energy and dollar savings for the children.

Intangible

Incentive thermometers to measure the success of a group in reaching a goal. (The thermometers used by the United Way or school fund drives are examples.)

Progress charts showing targets and achievements.

Awards programs to recognize special achievements, such as energy-conservation suggestions that will save Air Force energy and money.

Signs. Announce the number of days since the last "energy violation."

Publicity. Include articles in the base newspaper about individuals and groups who make special contributions to the energy conservation effort. On bulletin boards, post photos of "energy winners"; don't forget captions explaining why. Use winning entries in poster, slogan, cartoon, and suggestion contests; be sure to give credit.

Honors. Select energy achievers to serve on a special council or committee, attend a restricted seminar, or act as an energy ambassador to other installations, schools, etc. Another idea is to present a letter of commendation to be placed in the personnel file.

Individual incentives can be provided on a competitive basis for such achievements as:

- Best energy conservation suggestion.
- Most successful or clever slogan.
- Most attractive energy poster.
- Greatest percentage reduction in home fuel consumption.
- First vanpool organizer at the base.

Incentives also can be offered to individuals on a noncompetitive basis for:

- Participation in program events.
- Driving a car that meets or exceeds a specified mileage rating.
- Reinsulating their homes.
- Participating in car- or vanpools.
- Walking, biking, or taking mass transit to work.
- Teaching a workshop.
- Serving as a volunteer in the recycling campaign.

When developing your incentives program, select a wide variety of incentives to appeal to a wide variety of people. To motivate the greatest number

of people to conserve energy, plan a combination of group and individual incentives. As a first step, identify successful incentives programs (not necessarily related to energy behavior) that have been used at your base in the past. Then, consider (1) what are likely to be effective incentives for saving energy, (2) what incentives are consistent with regulations, and (3) what is possible within budget constraints. Fortunately, not all incentives cost money. Special privileges and honors can be offered, for example. PUBLICIZE the incentives for maximum participation.

Whether tangible or intangible, incentives should acknowledge contributions to energy conservation, ensure a sense of pride in accomplishments, and motivate others to conserve energy by signaling that engaging in energy-efficient habits pays off. Key the incentives to various levels of energy efficiency, so that the more desirable incentives are available for increasingly effective levels of conservation. If possible, the incentives should be related to some aspect of energy or the base's energy program. (The privilege of using one of the wing's aircraft for a quick trip to a favorite city may be a terrific incentive, but defeats command efforts to conserve energy through improved flight management.) And, the incentives must be appropriate. A gift certificate for use in the base exchange is not an appropriate incentive for a group.

Some incentives—special passes, for example—will require command support and approval. Others will require money or some other form of material support. There are many activities

on base that may be willing to sponsor your energy awareness programs. The base credit union, the many clubs on base, and the base exchange are all possible sources of material support. Also, consider soliciting prizes from local merchants if the program is open to all base personnel—civilian and military. Many merchants will be receptive to the opportunity to donate prizes. (Sears Roebuck Company provided one base two 10-speed bicycles to be given as grand prizes to winners of a children's poster contest.) Look around, there are some organizations downtown that are very anxious to help—just take the time to find them. Talk to the local Chamber of Commerce for ideas. CAUTION: In some cases, soliciting gifts from local merchants may violate Air Force regulations or laws. Find out before you begin. And, make sure the base commander knows your plans.

Once you have your sponsors, be sure to keep them informed of your publicity. Your sponsors have a reason for donating your prizes and that is publicity. Be sure to send them copies of newspaper articles mentioning their business and any other publicity that affects them. Also, be sure to have your commander or vice commander send them a letter thanking them for their support. Remember, you will most likely need their support next year, and a little courtesy on your part will almost ensure their participation again.

A fringe benefit of a good incentives program is the additional publicity that it can generate. A special awards program is one more opportunity to get your message across. And, don't forget to consider the timing of the awards to derive the maximum sustained publicity. A contest that lasts several months and has a quarter-final, semi-final, and a final sequence is a good vehicle for use in your year-round energy awareness campaign. But, present "grand" awards for special achievements in the previous year during Energy Awareness Week.

ANOTHER MONEY-MAKING IDEA

Establish an "energy kitty" for prizes. Include funds left over from various energy programs and money made from space-rental fees at a base yard sale, for example.

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SAMPLE—ANNOUNCEMENT OF 3-DAY PASS PROGRAM

PROGRAM OFFERS

THREE DAYS OFF

The Base Energy Conservation Committee has implemented a program to recognize and reward Family Housing occupants who make an extra special effort to save energy. The reward will be a three-day pass.

To qualify, occupants must have saved 10 percent or more of the "NORM" for each of three consecutive months. The first bill eligible is January. Bills should be brought to me in building 528 for verification. If they meet the criteria, occupants will be given a letter to return to their squadron, indicating they qualify for the three-day pass. Each bill may be used only once for each three-day pass.

The commanders have agreed to support this program.

Being below the "NORM" is not difficult if thermostats are set correctly. The 10 percent savings is harder, but not impossible. Prudent use of hot water, lights and appliances, plus correct thermostat settings, will make the goal easier to attain. So, "start your conservation and earn yourself a vacation."

SAMPLE—LETTER REQUESTING 3-DAY PASS FOR A WINNER

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 314 COMBAT SUPPORT GROUP (MAC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS 72076

REPLY TO
ATTN OF

SUBJECT Energy Conservation 3-Day Pass Program

TO (Appropriate Squadron Commander)

1. _____ has presented to me three mock utility bills which satisfy the criteria established for the Energy Conservaiton 3-Day Pass Program.

2. Request you award this individual a 3-Day Pass as soon as it can be coordinated into your work schedule.

3. This individual should be commended for his extra special efforts in the area of energy conservation.

Base Energy Conservation Officer

SAMPLE—LETTER REQUESTING FUNDING SUPPORT

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 314 COMBAT SUPPORT GROUP (MAC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS 72076

REPLY TO
ATTN OF

SUBJECT Poster Contest Funding

TO LRAFB FEDERAL CREDIT UNION

1. Plans are presently being formulated for an energy and energy conservation program to be implemented into the science curriculum in the Air Base Elementary School. The program, which is being run in conjunction with elementary school and base energy conservation personnel, should last about two weeks. The program is tentatively planned for mid- November. The culmination of the program will be an energy conservation poster contest.

2. The poster contest is expected to have over 200 entries and three cash prizes are planned for each of the three grade levels. Prizes would be: $15 for first place, $10 for second place, and $5 for third place. It can be seen that the total amount of money required for prizes would be $90.

3. What I would like would be for the Credit Union to donate $30 toward the prizes. I think that I have two other contributors willing to give $30 each, so that between the three of you we could realize the $90.

4. The money would not be required until the end of the poster contest which will probably be toward the end of November. I would need a letter from the Credit Union committing the funds so that we may go ahead with our planning.

5. Thank you for your time and I hope that the Credit Union can find the funds for this fun as well as educational program.

Energy Conservation Officer

SAMPLE—LETTER OF APPRECIATION

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 314 TACTICAL AIRLIFT WING (MAC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS 72076

28 March 1979

Citizen's National Bank
Mr. John C. Freeman
Executive Vice President
200 Dupree Drive
Jacksonville, AR 72076

Dear Mr. Freeman

As Chairperson of the Little Rock Air Force Base Energy Conservation Committee, I would like to express my appreciation for your donation to the Little Rock Air Force Base Energy Conservation Slogan Contest.

The program was a complete success, and the slogan contest was highly instrumental in driving the energy conservation point home. As a result of the program, more of our base personnel are aware of energy conservation, and we expect the savings they will generate soon will be reflected in our monthly utility consumption.

Again, I would like to thank the Citizen's National Bank of Jacksonville for their generosity.

Sincerely

Vice Commander

SAMPLE--LETTER OF APPRECIATION

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 314 TACTICAL AIRLIFT WING (MAC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS 72076

REPLY TO
ATTN OF

SUBJECT Energy Conservation Poster Contest

TO LRAFB NCO Wives' Club

1. As Chairperson of the Little Rock Air Force Base Energy Conservation Committee, I would like to express my appreciation for your donation to the Arnold Drive Elementary School Energy Conservation Poster Contest.

2. The program was a complete success, and the poster contest was highly instrumental in driving the energy conservation point home. As a result of the program, more of our base personnel are aware of energy conservation and we expect the savings they will generate soon will be reflected in our monthly utility consumption.

3. Again, I would like to thank the Little Rock Air Force Base NCO Wives' Club for their generosity.

Vice Commander

PROGRAMS

There are a wide variety of programs that can be used to help sell energy conservation. Some—such as distribution of booklets and brochures, energy displays, and films—are primarily educational. They answer the questions "why should I save energy?" and "how can I save energy?" Other programs are effective ways to remind people of the need to conserve by promoting energy conservation. Only a few programs are described here, and they must be tailored to meet the special needs of your base. For more ideas, check with the major commands on base. Each major command already has energy-related programs on everything from energy audits to recycling to retrofitting to energy-saving flight procedures. Work with the commands to come up with ways to focus attention on their efforts to conserve energy and use energy sources more efficiently. Solicit ideas from the personnel on base. There's a lot of talent out there! And, brainstorm new programs.

Both educational and motivational programs should be used in all of the phases of *Project: Save Energy*. And the more personal you can make the message, or the more dramatic, the better the effect. For Energy Awareness Week, plan a variety of programs that will attract a lot of interest. One idea is to have an energy fair that integrates several elements—displays, posters, commuter computers, and videotapes, for example. Plan special activities, such as a special kick-off day for a base recycling program. In addition to educational programs and promotional activities, plan an award ceremony to recognize special achievements in energy conservation made by individuals and groups during the past year's *Project: Save Energy*. And, don't forget to publicize some of the special activities planned for the coming year. This special week doubles as a capstone for the previous year's activities and

POSSIBLE OPENING DAY ACTIVITIES

- Speech by base commander
- Energy awareness picnic
- Slogan contest
- Bike-a-thon to work
- Walk-a-thon to work
- Energy fair (booths and displays supplying energy information)
- Van/car pool-side party
- Share-a-ride recruiting day
- Energy-savers display (appliances, etc.)
- Bag-lunch talks (brief informational talks)
- Energy-saving suggestion contest
- Poster contest
- Mascot contest
- Home-energy survey analysis day (computers and experts on hand)

MAINTAIN MOMENTUM

- Change program materials frequently.
- Be creative.
- Respond to the needs and suggestions of base personnel.
- Keep incentive and monitoring programs strong.
- Demonstrate top management support.
- If feasible, create and maintain personnel energy groups to provide additional motivation and support for energy-conserving behavior.

the kick-off point for the new *Project: Save Energy* year. By the end of Energy Awareness Week, each individual should know what *Project: Save Energy* is and should be beginning to think about actions they can take to conserve energy at work and at home.

For remaining phases, continued and varied exposure is the key. To sustain interest and involvement, plan a variety of educational and promotional activities. Unusual events and distinctive and unique approaches have the strongest impact. Reinforce good energy behavior until it becomes a habit. Recognize individuals and groups that are contributing to the success of the overall program. This will generate enthusiasm in others by letting them know that energy conservation pays off.

BOOKLETS AND BROCHURES

Booklets and brochures in easy-to-read non-technical language can be used to extend the energy awareness message beyond the immediate oral or visual presentation. They are useful because they can be taken home and studied or acted upon later. Booklets and brochures are available on a wide variety of subjects. Plan to make them available at appropriate displays during Energy Awareness Week as well as at special energy events held throughout the year. And, consider placing such materials in racks at the Base Exchange, the cafeteria, and any other place where people pass by often.

Energy conservation literature is available from a wide variety of federal, state, and private organizations at little or no cost. The U.S. Department of Energy and utility companies are particularly good sources of energy booklets and brochures. Don't overlook local groups who may be able to provide energy conservation materials.

When you write for samples of available materials, don't forget to ask about costs of obtaining large numbers of copies. Or, to conserve funds, ask if reproducible copy is available (camera ready or negatives). (Don't forget to find out first what equipment is available at your base for reproducing such materials.)

SOME SOURCES OF BOOKLETS AND BROCHURES

Alliance to Save Energy
1925 K Street, N.W.
Washington, DC 20006

Association of Petroleum Re-refiners
2025 Pennsylvania Avenue, N.W.
Washington, DC 20006

Community Services Administration
1200 19th Street, N.W.
Washington, DC 20506

Consumer Affairs
Con Edison
4 Irving Place
New York, NY 10003

Consumer Information Center
Pueblo, CO 81009

Council of Better Business Bureaus
1150 17th Street, N.W.
Washington, DC 20036

General Federation of Women's Clubs
Box EDMD
1734 N Street, N.W.
Washington, DC 20036

General Telephone and Electronics Corporation
Office of Energy Conservation
One Stamford Forum
Stamford, CT 06904

Michigan Consolidated Gas Company
One Woodward Avenue
Detroit, MI 48226

Office of Energy Conservation
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario, Canada K1A OE4

Reynolds Metals Company
Public Relations Manager—Recycling
P.O. Box 27003
Richmond, VA 23261

Shell Answer Books
P.O. Box 61609
Houston, TX 77208

Tennessee Valley Authority
Employee Transportation Branch
301 West Cumberland Avenue
Knoxville, TN 37902

Tennessee Valley Authority
Information Office
400 Commerce Avenue
Knoxville, TN 37902

U.S. Department of Energy
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

U.S. Department of Housing and
Urban Development
451 7th Street, S.W.
Washington, DC 20590

U.S. Department of Transportation
National Ridesharing Information Center
Federal Highway Administration
400 7th Street, S.W.
Washington, DC 20590

U.S. Department of Transportation
Public Transportation Management Division
Federal Highway Administration
400 7th Street, S.W.
Washington, DC 20590

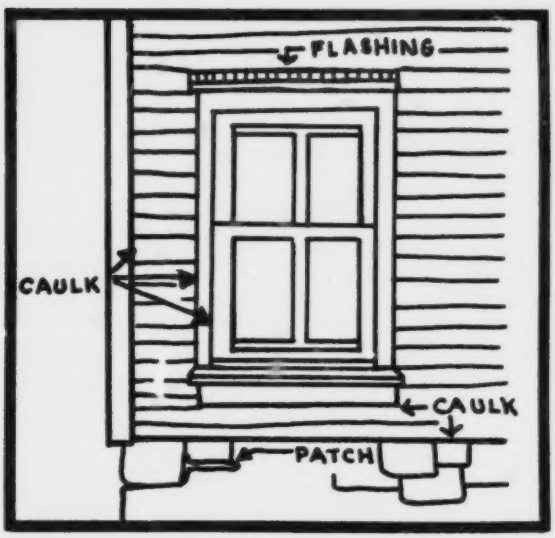
U.S. General Services Administration
Federal Facility Ridesharing Program
425 I Street, N.W.
Washington, DC 20406

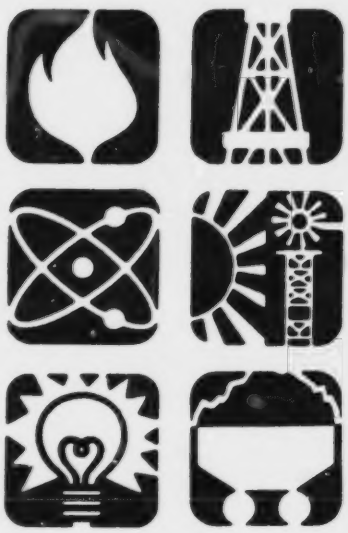
U.S. Government Printing Office
Superintendent of Documents
Washington, DC 20404

BRIEFINGS AND LECTURES

Briefings and lectures can supplement materials and information disseminated through other programs in *Project: Save Energy* and can stimulate a discussion of energy issues. The subject presented can be very specific or of general interest, such as low-cost ways to save energy at home.

Military personnel are a captive audience. Talk to the commanding officer about starting a program of periodic energy briefings for each functional area (pilots, vehicle managers, civil engineers, etc.). A short energy briefing also could be given as part of any briefings for newly arrived dependents. The combined efforts of individuals who are aware of the need to save energy, and know what actions they can take as they do their jobs, can result in substantial savings to the Air Force and will benefit everyone. To emphasize the Air Force's commitment to conserving energy, briefings should be given by senior military officials.





A 1¢ INCREASE IN THE COST PER GALLON OF JET FUEL WILL INCREASE THE AIR FORCE BUDGET BY $36 MILLION!

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General lectures should be offered at a place and time when as many people as possible will be able to attend. The many professional associations, social, semi-social, and community interest groups, clubs, and organizations at most military installations provide an excellent opportunity to present informative speeches on energy subjects. And, don't forget veterans organizations, scout troups, rod and gun clubs, and similar organizations. Speaking to these groups is one of the most effective means of reaching the entire military community. They are community spirited and have mutual interests with the military establishment. These organizations are also involved in other activities that can play a part in your energy awareness program. For example, some are already sponsoring various activities such as newspaper collection drives and recycling campaigns.

Possible speakers include base public works officers, base housing representatives, state and local energy officials, representatives of utility or petroleum companies, and university or college professors. With advanced coordination, you may also be able to get speakers through the Speaker's Bureau at the U.S. Department of Energy.

U.S. Department of Energy
Office of Public Affairs
Speaker's Bureau
1000 Independence Avenue, S.W.
Washington, DC 20585

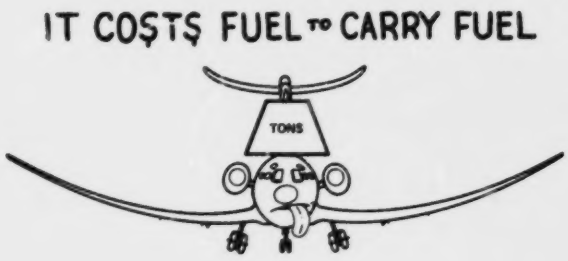
POSSIBLE TOPICS

Pilots

Energy Awareness

New Energy Sources

New Efficient Aircraft



Transportation/Motor Pool

Stretch Gasoline Dollars While Maintaining Services

Energy Conservation for Drivers

How to Improve Vehicle Scheduling and Coordination of Trips

Eliminating Personal Use of Military Vehicles and Fuels

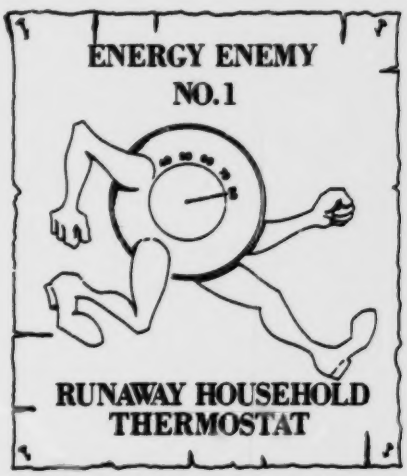
General Interest

Is There an Energy Shortage, Really?

New Energy Sources

Insulating Your Home

Low-cost Ways to Save Home Energy



STOP THIS VILLAIN BY

- **LOWERING TEMPERATURE TO 68°F DURING THE HEATING SEASON-AND EVEN LOWER AT NIGHT AND WHEN AWAY**
- **RAISING TEMPERATURE TO 80°F DURING THE COOLING SEASON**
- **CLOSING OFF UNUSED ROOMS**

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Solar Energy: A Myth or a Reality

How to Select an Energy Efficient Appliance

How to Get to Work Without Driving Your Car

The Story of Paper and How to Save It

Understanding Your Utility Bill and Conservation Services Available from Utility Companies

Conservation Services Available from the State or Local Government

Energy Conscious Design in New Buildings

Energy Conscious Communities

The Wood Burning Stove: A Modern Appliance

Gas-Saving Vacations

Saving Energy in the Office

Exercise: Saving Fuel (and Staying Healthy)

Energy Saving Tips for Your Car

Bike Routes

Energy-Conscious Fashion

Tax Rebates for Home Energy Improvements

Recycling Opportunities

CAR AND DRIVER INSPECTIONS

A properly maintained car and fuel-efficient driving habits can add up to significant energy savings. Imagine the benefits to the nation if *everyone* makes an effort! Get people on your base started on good maintenance habits by sponsoring free car inspections during Energy Awareness Week. Find out if any local car dealers have exhaust gas analyzers and diagnostic computers. An exhaust gas analyzer is used to check if a car is wasting oil and gasoline; a diagnostic computer is used to check car engines for efficiency. The dealers may be willing to provide this equipment free of charge, as well as the technicians to run the test, in exchange for the publicity. And, appeal to their civic pride.

DID YOU KNOW THERE ARE OVER 100 MILLION CARS REGISTERED IN THE UNITED STATES?

MAINTAIN YOUR CAR

Ten minutes of maintenance a week can improve a car's gas mileage by as much as 10 percent. Once a week, you should check:

- Tire pressure to make sure the tires are inflated to the proper level.
- Fan belts to make sure they aren't too loose and aren't worn.
- The air filter.
- The oil level and cleanliness.
- Spark plugs and wires (ignition system).
- The transmission fluid level.
- The tire for uneven wear which could indicate that the wheels are not aligned, worn shock absorbers, or worn springs.

And, don't forget to make sure the car isn't carrying extra weight.

American Automobile Association
National Headquarters
8111 Gatehouse Road
Falls Church, VA 22047

American Driver and Traffic Safety Education Association
123 North Pitt Street
Alexandria, VA 22314

The Drive for Conservation
Atlantic Richfield Company
515 South Flower Street
Los Angeles, CA 90071

SOME OTHER IDEAS

"Smash the Gas Guzzler"—During Energy Awareness Week, provide a gas guzzler from the junk yard and offer everyone a chance to smash it. Be sure to have safety helmets and plenty of sledge hammers. Charge $1.00 a smash. Put the proceeds in the kitty for prizes in other energy awareness activities.

Publish car mileage quizzes in the base newspaper periodically throughout the year. Consider this as one more way to remind people about the advantages of a well-maintained car and fuel-efficient driving habits.

THE CAREFUL DRIVER
can get 30% better gas mileage than the average driver; 50% better than a careless one!
DRIVE EFFICIENTLY
REDUCE SPEED
You'll get 21% better gas mileage at 55 mph than at 70 mph!
SPEED LIMIT 55
ACCELERATE GENTLY
Easy does it on the gas pedal to save gas, tires, engine parts, etc.
KEEP CONSTANT SPEED
Avoid stop-and-go driving -- a real gas gobbler.
ANTICIPATE STOPS
Look ahead to minimize braking and save gas. Try coasting up to that stop light.
DON'T IDLE
idling for over a minute uses more gas than re-starting your car.
SHARE A RIDE
Get together to get to work, go shopping. Try to combine errands for fewer trips.
© Channing L. Bete Co., Inc.

Get people started on good driving habits by providing a "commuter computer" as part of the Energy Awareness Week activities. A commuter computer provides drivers with an analysis of their driving habits and how they can drive using less gas. The computer types out questions which the driver answers. The computer then provides a printout of the computer's questions, the driver's answers, and the analysis. Most Air Force installations have computers that could be used for this program.

A wide variety of booklets and brochures, films, and posters and stickers are available to help you change people's "car habits." In addition to the U.S. Department of Energy, check with the American Automobile Association and the American Driver and Traffic Safety Education Association. And, don't forget to talk to the major gas companies. Many have published brochures and films, and some have developed special programs and traveling exhibits. Atlantic Richfield Company, for example, sponsored "The Drive for Conservation" to demonstrate fuel-efficient driving and maintenance techniques. The program included demonstration vehicles, special dynamometers, video presentations, and a selection of brochures and other printed material. According to ARCO, a typical driver can improve his car's gasoline mileage by as much as 30 percent. Check with ARCO to see if they can make the program available to you for a few days.

Add Up Your Savings, Step by Step, Gallon after Gallon, Tankful after Tankful, Year after Year

If you take all of the steps in this column:	It's the same as saving about this much on each gallon of gasoline:* If gas costs $1.40
How To Drive More Efficiently	
Warm engine correctly	
Drive at a moderate speed	
Accelerate briskly and steadily	
Anticipate what's ahead—leave buffer around your car	
Flow smoothly through traffic ..... altogether,	8¢
How To Plan Your Trips	
Rideshare to work with a friend	7¢
Plan family errands	
— combine trips	
— use the telephone and mail	
— ride with others ..... altogether,	4¢
Plan social and recreational trips	
— combine trips	
— rideshare ..... altogether,	4¢
How To Care for Your Car	
Inflate tires to highest recommended pressure	2¢
Select high-mileage oil	3¢
Get tune-up and adjustments when needed	2¢
How To Choose Your Next Car and Tires	
Buy radial tires	2¢
Replace your present car with another that gets 10 mpg more than your present one	31¢
You can save:	63¢

*These savings are slightly smaller than the individual figures given in the text because each amount shown here is based on the assumption that you take all of the steps.

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GAS MILEAGE QUIZ

1. When does your car get its worst mileage?

   a) After many hours on the highway
   b) Climbing hills
   c) In city traffic
   d) The first few miles in the morning

2. When should you check your tire pressure?

   a) When your tires are cold
   b) At each fill-up
   c) After you've driven 10 miles
   d) After you've taken a long trip

3. How much energy loss is caused by one fouled spark plug?

   a) No appreciable loss
   b) 3-5% loss
   c) 7-10% loss
   d) 25% loss

4. To save gas when leaving a stop sign, you should:

   a) Accelerate as fast as the car will go
   b) Accelerate very slowly
   c) Get to cruising speed as soon as safely possible
   d) Motion speedier motorists to pass

5. You'll increase fuel efficiency 20% by:

   a) Slowing from 55 miles per hour to 50
   b) Slowing from 70 miles per hour to 55
   c) Driving normally at 20 miles per hour
   d) Coasting down inclines

6. How much gasoline does the average American driver use per year?

   a) 200 gallons
   b) 1500 gallons
   c) 800 gallons
   d) 2000 gallons

7. Which of the following costs you gas mileage?

   a) Permanent roof racks
   b) Underinflated tires
   c) Accelerating slowly and gradually
   d) All of the above

ANSWERS

1-d. According to the Fuel Efficient Driving System used by The Drive for Conservation, you get your absolute worst mileage in a car with a cold engine. So for the first few miles in the morning, your car may only get two or three miles from a gallon of gasoline. In fact, the U.S. Environmental Protection Agency says that American cars accumulate 15 percent of their mileage on trips of 5 miles or less--but these trips use a full 30 percent of the nation's gasoline!

2-a. Check tire pressure in the morning or when you haven't been driving the car for several hours. Heat from road friction will make the air inside expand, giving you a higher reading. Atlantic Richfield Company's Drive for Conservation instructions say you should keep your tires inflated to their highest recommended pressure. You can lose 5 percent of your gas mileage if your tires are only ten pounds under-inflated.

3-c. Research used for The Drive for Conservation states that one plug in a V-8 engine misfiring only half the time at 55 miles per hour reduces gas mileage by 7 percent (as much as two and a half miles per gallon). And two plugs doing this could cut mileage by at least 20 percent.

4-c. Tests with miles-per-gallon gauges used in Drive for Conservation Caravans show that your car runs less efficiently in its acceleration mode than when you're cruising. So one gas-saving strategy is to get through acceleration as soon as you can, rather than speeding up slowly and gradually.

5-b. The most efficient cruising speed varies from car to car according to design but it's usually somewhere between 40-45 miles per hour. But in any car, you can save as much as 20 percent by slowing down from 70 miles per hour to 55.

6-c. Department of Energy figures show that the average U.S. motorist uses 800 gallons of gasoline per year. Think how much gasoline could be saved nationwide if each of us used only five gallons less each week!

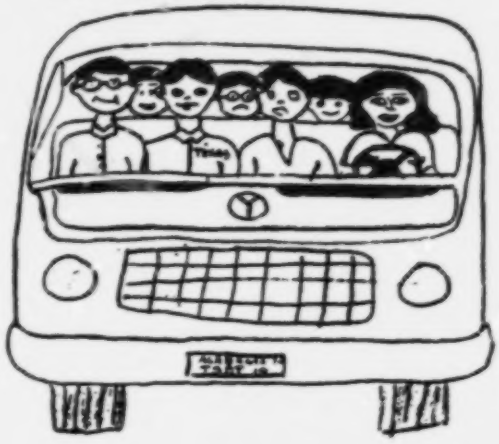
7-d. All of the above cost you gas mileage. Permanent roof racks create aerodynamic drag which slows you down and makes the engine work harder. And, as explained earlier, underinflated tires and long-drawn-out accelerations also lower mileage.

CAR- AND VANPOOLING

Car- and vanpooling save energy. So, the more pools we can establish the more energy we can save. Ridesharing also saves money. As the price of gasoline continues to rise, more people will be motivated to save dollars and will want to carpool. Your carpooling program can thus help them save energy and money. A carpooling program also can benefit your base because it can generate interest in other methods of energy conservation.

If no ridesharing program exists at your base, consider kicking off such a program during Energy Awareness Week. Any size installation can implement a ridesharing program. High density destinations, transportation, and work conditions at the installation are more likely to influence car- and vanpool formation than the number of personnel. The three most common reasons for not joining a carpool (lack of match, need for transportation at lunch, and incompatible hours) can be resolved with good program management. A successful program has:

- An information service to match commuters' travel needs.
- A public information program to inform the commuter of benefits of pooling.
- Establishment of parking priorities to provide an incentive.
- Special rates or access to parking lots where possible.
- A continuing program to provide carpool locator assistance for new employees and for those who relocate.



TYPES OF CARPOOLS

Conventional carpool—With two to six (or more) members; drivers rotate on a daily, weekly, or even a monthly basis.

Collector carpool—Riders meet at one point, then pool to their final destination.

Government vehicles—May be considered for home-to-work travel if a set number of employees are transported. (This type pool will require review by the legal section to assure regulations are not being violated.)

TYPES OF VANPOOLS

Private vanpools—Run by individuals or commuter clubs.

Credit union-financed vanpools—The driver is responsible for the vehicle, backup driver, service and maintenance, and keeping records of the vanpool's operating expenses.

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TYPES OF SELF-SERVICE MANUAL SYSTEMS

Roster system—Post roster and a map in a central location (less than 100 people).

Pin/number system—Post a location map with numbered pins to assist in locating poolers, and provide forms to assist in matching. Post a set of instructions explaining the program (500 to 1,000 people).

Locator board—Post a map with a rack of response cards and then match respondents.

U.S. Department of Transportation
National Ridesharing Information Center
Federal Highway Administration
400 7th Street, S.W.
Washington, DC 20590

U.S. Department of Energy
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

U.S. General Services Administration
Federal Facility Ridesharing Program
425 I Street, N.W.
Washington, DC 20406

Commuters' travel needs can be matched manually or by computer. Manual systems are suitable for small installations and may be self-service or operated by assigned personnel. The advantages of a manual system include low cost, rapid implementation, and more personnel involvement. Disadvantages include the need for continued strong promotion, frequent errors, and poor feedback, making follow-up efforts difficult.

If you expect a large number of responses to the idea of ridesharing, consider a computer matching system. Several versions of computer software are available, and you can select the one that is most readily adaptable to your installation and the available computer equipment. The advantages of this type of system include quick matching of large volumes of commuters, minimum worker effort, minimized errors, listing of all potential matches for each worker, and a simplified followup on "no matches." The disadvantages include higher startup costs than a manual system, computer problems may occur, and it may not be applicable to small installations.

When making the decision about which type of system to choose, consider:

- Potential size of ridesharing program now and in the future.
- Availability of computer equipment.
- Desired degree of program control.
- Other area ridesharing program and assistance available.

A lot of publications are available to help you get started. The U.S. Department of Transportation has published several reports on ridesharing. Among these are:

- *Car & Bus Pool Matching Guide*
- *How Ridesharing Can Help Your Company*
- *How to Pool It*
- *Legal Impediments to Ridesharing Arrangements*
- *Ridesharing . . . Innovations from Business*

The U.S. Department of Energy also has published reports on ridesharing—for example, *Vanpool Implementation Handbook*—as has the U.S. General Services Administration.

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Your base ridesharing program will be successful only if people participate. So, PUBLICIZE! Inform prospective poolers about the pooling program and persuade them that participation is in their best interest. A small installation may be able to meet its objectives with a simple, direct publicity program that uses posters, bulletin board notices, memos, and staff meetings. A large installation can also use newsletters and other available internal communications systems, and may even enlist the aid of local news media. Also, a variety of brochures, posters, and stickers are available to help publicize your program. And, don't forget to consider showing films to help motivate people to participate in the program. Among the distributors that have films on ridesharing are Modern Talking Pictures; Monumental Films, Inc.; National Film Board of Canada; Ramsgate Films; U.S. Department of Energy, Film Library; and U.S. General Services Administration, National Audio Visual Center. The addresses of these distributors are provided in "Films and Slides."

Special incentives also will help motivate people to share rides. Economic incentives might include shared commuting costs, fuel savings, and reduced vehicle operating and maintenance costs. Social incentives might include roadway priorities, flexible working hours, quitting time 5 minutes before others, advance overtime notice, or relief from overtime demands. Recognition for those who participate in the ridesharing program provides a highly visible expression of Air Force commitment to, and support of, ridesharing. Some of the ways in which your base can provide ridesharing participants with a sense of recognition include preferred parking, contests and prizes, special events, and awards.

BENEFITS OF RIDESHARING

Reduce need for parking spaces—six parking spaces can be saved for each vanpool, and two parking spaces can be saved for each carpool.

More convenient commuting—relieves road and traffic congestion near worksite.

Lower commuting costs—ridesharing reduces out-of-pocket expenses and wear and tear on cars.

Personalized service—provides convenient, door-to-door service with less tension and hassle, while maintaining approximately the same travel times.

Other benefits—car is free for family use, usually leave work and arrive on time, special carpool lanes on highways, alternative use for travel, improved worker and community relations.

RIDE WITH PRIDE—YOU'RE SAVING ENERGY!

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SAMPLE—EMPLOYEE INTEREST SURVEY

Commute-A-Van Pilot Program

Return To:

_____

1. Name _____ _____ _____
   (last) (first) (middle initial)

2. My home address is:

   _____
   Street or R.F.D. No.

   _____
   City State Zip

3. I work in Building: _____

4. Normal Work hours: _____

5. Phone Number: home _____ work _____

6. I'm interested in becoming a : (Circle one only)
   1 — Pool Coordinator/Driver
   2 — Back-up Driver
   3 — Passenger

7. I normally get to work by: (Circle one only)
   1 — Driving car alone
   2 — Driving car with passengers
   3 — Taking turn in driving for carpool
   4 — Riding in carpool
   5 — Being dropped off at work
   6 — Riding bus

8. I need a car during working hours: (Circle one only)
   1 — Seldom
   2 — Frequently

9. I generally travel on company business: (Circle one only)
   1 — 1–2 Days a month
   2 — 3–5 Days a month
   3 — Over 5 days a month

10. My job would be classified as: (Circle one only)
    1 — Office
    2 — Supervisor
    3 — Management
    4 — Laboratory
    5 — Production

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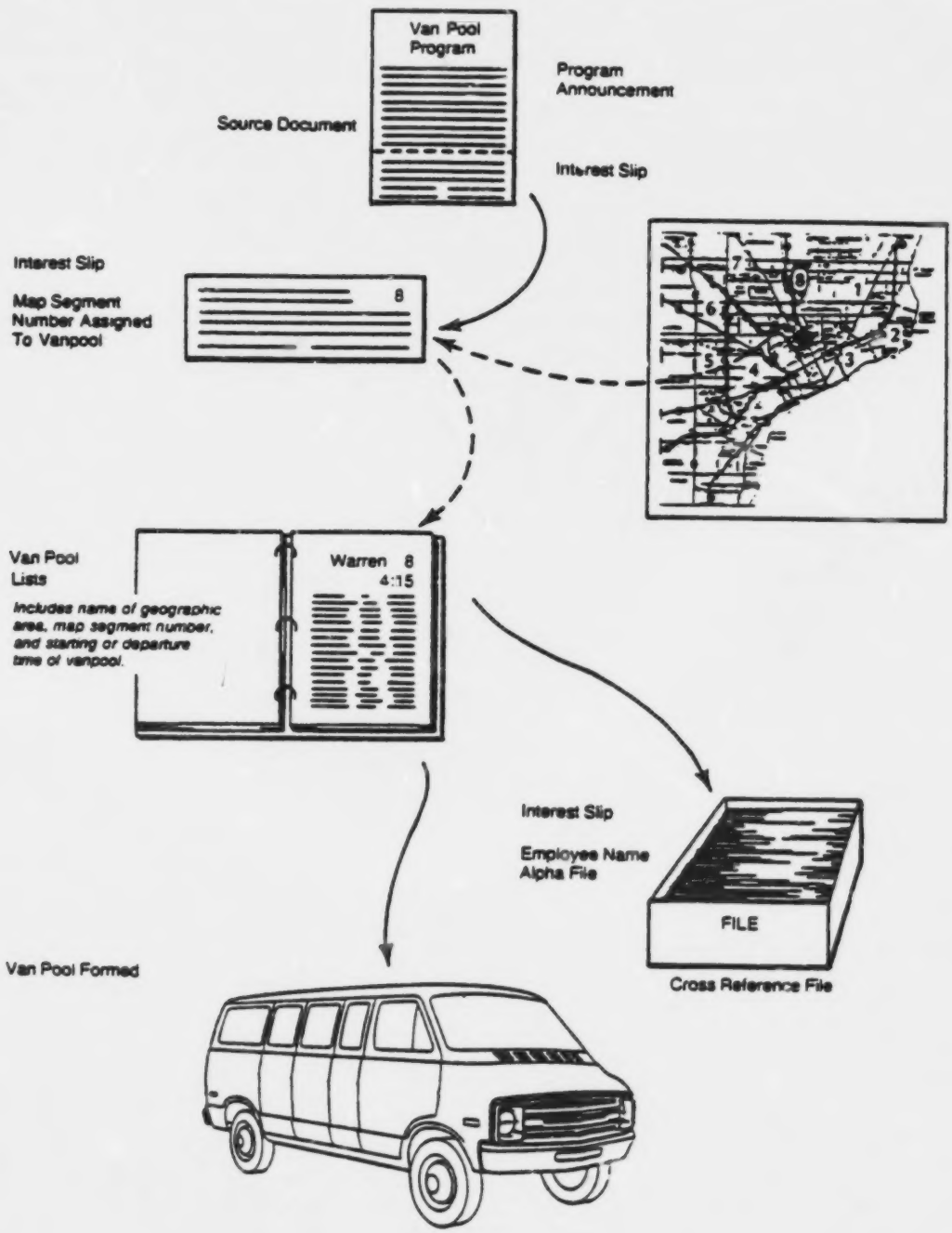
SAMPLE—FLOW CHART OF MANUAL MATCHING METHOD



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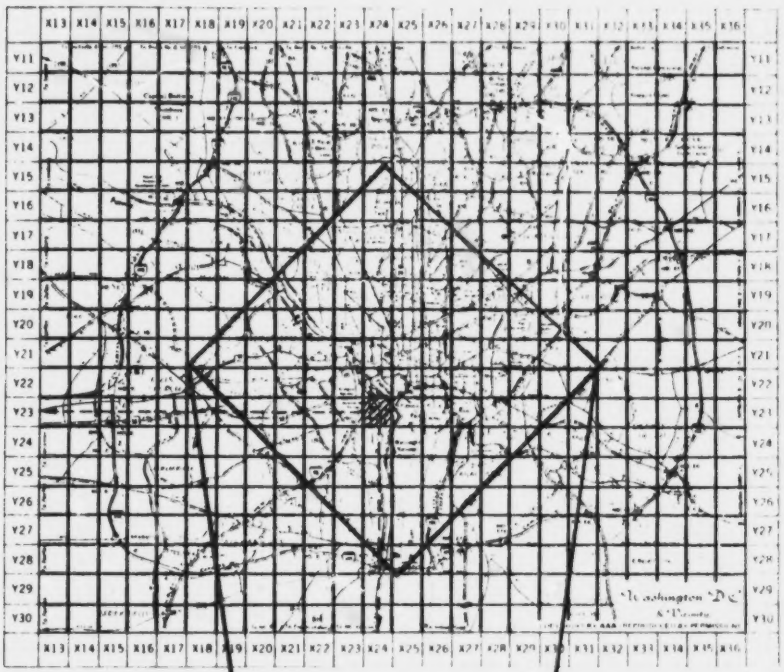
SAMPLE—TWO-DENSITY GRID OF WASHINGTON, DC



MAP 1

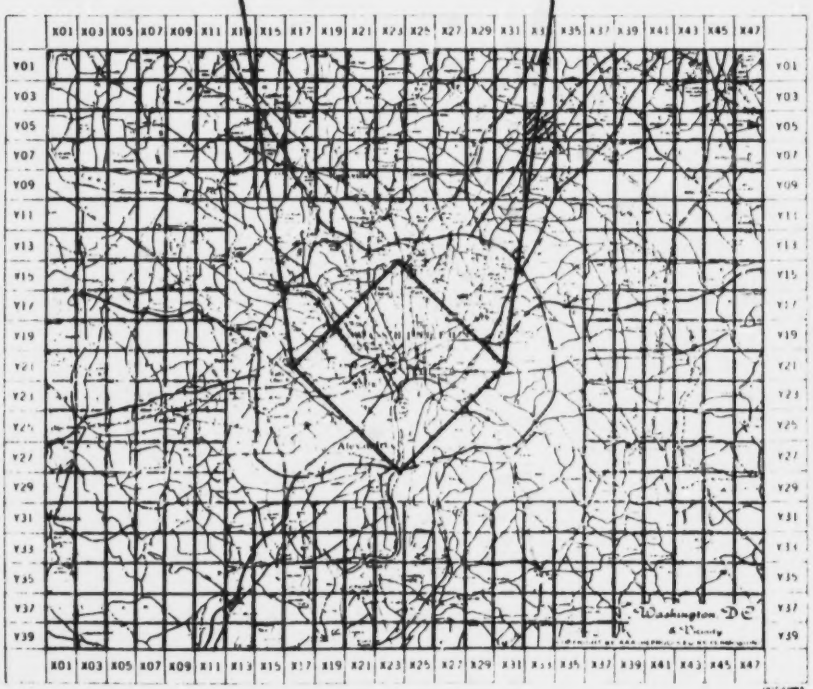
THIS SERIES OF TWO MAPS WILL PERMIT YOU TO SELECT THE GRID YOU RESIDE IN.

PLEASE DETERMINE YOUR HOME GRID AND PRINT THE X AND Y GRID NUMBERS IN THE APPROPRIATE BLOCKS ON THE DATA FORM.

MAP NO. 1 INCLUDES THE ENTIRE METROPOLITAN AREA WITHIN THE CAPITAL BELTWAY AND APPROXIMATELY 2 MILES BEYOND THE CAPITAL BELTWAY.

EXAMPLE MAP 1

IF YOU LIVED AT THE PENTAGON (SEE SHADED AREA), YOUR GRID WOULD BE X24-Y23.



MAP 2

MAP NO. 2 INCLUDES A CONSIDERABLY LARGER AREA FOR PERSONS LIVING BEYOND THE LIMITS OF MAP 1.

IF YOU LIVE BEYOND THE APPROXIMATE 20 TO 25 MILE LIMITS OF MAP 2, SELECT THE GRID AT WHICH YOU TYPICALLY ENTER THIS MAP WHEN COMMUTING TO WORK.

EXAMPLE MAP 2

IF YOU LIVE IN LAUREL, MD (SEE SHADED AREA), YOUR GRID WOULD BE X33-Y05.

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SAMPLE—DATA COLLECTION FORM

FEDERAL HIGHWAY ADMINISTRATION

Data Form For Carpool/Bus Commuter Program

INSTRUCTIONS: PLEASE COMPLETE ALL QUESTIONS AND RETURN ONLY THIS PAGE WITHIN ONE WEEK THROUGH INTEROFFICE MAILS. PLEASE CALL 60210 IF YOU HAVE ANY QUESTIONS.

CARD NO. 1

1 [1][A] 3 [ ][ ][ ][ ][ ][ ][ ][ ] 11

SOCIAL SECURITY NUMBER

NAME 12 [ ] 35

(FIRST AND LAST)

ADDRESS 36 [ ] 58

(NUMBER AND STREET NAME)

59 [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 73 74 [ ][ ] 75 [ ][ ][ ][ ] 80

(CITY) (STATE) (ZIP)

CARD NO. 2

1 [2][A] X 12 [ ][ ] Y 14 [ ][ ] ← PLEASE LOCATE YOUR RESIDENCE CAREFULLY ON THE CORRECT MAP AND PLACE THE GRID NUMBERS HERE.

HOME GRID NUMBER (See Maps)

X 16 [ ][ ] Y 18 [ ][ ] ← PLEASE LOCATE YOUR WORK GRID CAREFULLY ON THE CORRECT MAP AND PLACE THE GRID NUMBERS HERE.

WORK GRID NUMBER (See Maps)

REPORTING TIME 20 [ ][ ] Hrs. : 22 [ ][ ] Min. 24 [ ] A/P

DEPARTING TIME 25 [ ][ ] Hrs. : 27 [ ][ ] Min. 29 [ ] A/P

(Example Show 8:00 A.M. as [0][8]:[0][0][A] and 4:30 P.M. as [0][4]:[3][0][P])

DO YOU DESIRE TO BE INCLUDED FOR CARPOOL MATCHING? (30)

YES [ ] NO [ ]

(REMEMBER THAT A "YES" ANSWER PLACES YOU UNDER NO OBLIGATION)

35 [ ][ ][ ][ ][ ] 39 OFFICE PHONE

45 [ ][ ][ ][ ][ ] 50 ROOM NUMBER

56 [ ][ ][ ][ ][ ][ ] 61 ROUTING SYMBOL

SAMPLE—VANPOOL DRIVER/COORDINATOR COOPERATIVE AGREEMENT (U.S. DEPARTMENT OF TRANSPORTATION)

This Agreement between the Driver/Coordinator whose signature appears below and (*Company Name*), hereinafter called the "Company," shall become effective on the date it is accepted by the Company, as evidenced by the signature of its authorized representative in the space provided below for this purpose.

For the purpose of forming and operating a vanpool with a minimum of nine (9) passengers, the Company agrees to furnish the use of a 12-passenger van, to assist in forming and maintaining the vanpool and to render such other reasonable assistance as may be required for the functioning of the vanpool. The Driver/Coordinator will be the primary driver of the van during the term of this Agreement.

The Driver/Coordinator agrees to be responsible for the following in connection with the operation of the van assigned to him or her:

1 Obtain and maintain a valid State driver's or chauffeur's license as required for operating the van.

2 Drive the van to and from his/her Company location and pick up and deliver the other Company employees who pay to ride with him/her.

3 Keep the passenger pool for the van at or above the minimum of nine (9) paying passengers, but not to exceed a maximum of eleven such passengers.

4 Operate the van on a punctual schedule and according to a route approved by the Company.

5 Arrange for service and maintenance in accordance with the schedule prescribed in the vehicle's maintenance or instruction manual. Obtain fuel for the van and clean the vehicle inside and out as needed.

6 Train sufficient Backup drivers to insure daily operation of th

7 Supply a secure place for "at home" parking of the van, preferably in a locked garage.

8 Arrange alternative transportation for passengers to and from the Company in the event the van is not operable due to mechanical failures or other similar emergencies.

9 Keep a record, satisfactory to the Company, of the operation, expense and income of the van.

10 Maintain a list of all passengers and either bill and collect from passengers by the first day of each month the approved fares and deposit the monies as specified by the Company, or submit a signed list for monthly payroll deductions as specified by the Company.

The Company agrees to reimburse the Driver/Coordinator for his or her out-of-pocket expenses in the operation of the van to and from work along the prescribed route. The Company also agrees that the Driver/Coordinator may ride free to and from work daily and retain any funds received from passengers in excess of the required minimum of nine (9) passengers and that he or she may use the vehicle during off hours at a rental rate of _____ cents per mile to be based on the actual costs incurred by the Company including, but not necessarily limited to gas, oil, and maintenance. The Company also agrees that the Driver/Coordinator may make the vehicle available for use by the Backup driver, as an incentive to the Backup driver, at the above rate and under the same terms as applicable to the Driver/Coordinator as set forth herein. The Backup driver must maintain required State driver's license for driving the van. The Company reserves the sole right to decide if the off-hour use of the vehicle is proper and does not become excessive as to mileage or type of use.

It is agreed that the following regulations apply to the operation of the van:

1 Operation of the unit is permitted only by the Driver/Coordinator and Backup drivers and by the spouse of either of them, if properly licensed. Only under emergency conditions will any other person be permitted to operate the vehicle. In this connection, in the absence of both the Driver/Coordinator and the Backup driver, any Company employee that is a member of the vanpool may operate the van for pickup and delivery of passenges to and from work if he or she is authorized to do so by the Driver/Coordinator and is properly licensed.

2 The vehicle is to carry no passengers to and from the Company facilities, other than Company employees.

3 In the case of personal use, the carrying of passengers other than Company employees and members of the immediate household of either the Driver/Coordinator or the Backup driver is not allowed without prior written permission of the Company.

4 The vehicle is not to be used for a trip beyond a one-hundred (100) mile radius of the Driver/Coordinator's home without specific advance written approval from the Company.

5 The vehicle is not to be used to carry passengers or freight for hire, for ride sharing or any other purpose involving pay for transportation, other than the specific purpose of the Company vanpool program.

6 Repair work will be done only by those persons approved by the Company. All repair work, except in emergency situations, must have prior approval of the Company.

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SAMPLE—VANPOOL DRIVER/COORDINATOR COOPERATIVE AGREEMENT (Cont'd)

7 Accessories, including appearance items, or additional equipment will not be added or removed without prior approval of the Company.

8 Use of the vehicle to pull trailers is not allowed. No trailer hitches, temporary or permanent, are to be attached to the unit.

9 The vehicle is not to be used for any purpose requiring the removal of any seats.

10 The vehicle is to be driven only on hard surfaced public streets and highways and other normal access roads and driveways, and is not to be driven off normal roads, on beaches or in fields, on frozen lakes and rivers, or in any other manner that would expose the vehicle to unsafe conditions.

11 The vehicle is not to be driven over bridges posted to allow vehicles weighing only 4 tons or less.

12 The Driver/Coordinator is responsible for promptly reporting any accident involving bodily injury or property damage. Such reporting is to be in accordance with the procedures specified by the Company.

a Such reporting is also to include injury to a passenger in the van even though no other party is involved. (This would include such cases as a person falling inside the vehicle or injuring himself or herself while entering or alighting from the vehicle.)

b The Driver/Coordinator will be responsible for completing and filing all appropriate motor vehicle accident reports as well as the Company automobile accident reports.

c In the case of any and each accident during personal use of the van in which damage to the van is sustained, the Driver/Coordinator or Backup driver must pay the Company up to a maximum of (*the Company collision deductible, if any*) for repairs to cover the deductible amount under the van insurance.

13 Safe courteous driving habits, consistent with complete observance of all traffic regulations are of the utmost importance. Any citation resulting from a moving traffic violation while driving the van is the responsibility of the Driver/Coordinator and/or Backup driver. The Driver/Coordinator and/or Backup driver agrees to report to the Company any citation resulting from a moving traffic violation, whether committed while driving the van or any other vehicle.

14 The Company, at its sole option, may dissolve any vanpool which is unable to maintain the minimum number of nine paying passengers and/or which is operating uneconomically.

15 The fares charged passengers will be periodically reviewed by the Company and increased or decreased consistent with the cost of operation.

16 The Driver/Coordinator is responsible for reporting the extra income received from any passengers over the minimum of nine on his or her State and Federal Income Tax returns.

This Agreement may be terminated by either party on thirty (30) days written notice delivered to the other party in person, by telegram or by mail. In addition, it will terminate automatically on (a) termination of the Driver/Coordinator's employment with the Company, (b) loss by the Driver/Coordinator of the required State driver's license or (c) breach by the Driver/Coordinator of the terms of this Agreement.

Driver/Coordinator

_____

Date _____

Accepted: (*Company Name*)

By _____

Date _____

Agreement to Serve as Backup Driver

I have received a copy of the above Vanpool Driver/Coordinator Cooperative Agreement, have read it and agree to be bound by its terms in serving as Backup driver to the above Driver/Coordinator. I understand that breach of such terms will result in automatic termination of my right to serve as Backup driver.

	Signature	Commencement Date	Termination Date
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

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SAMPLE—VANPOOL SUBSCRIPTION AGREEMENT (U.S. DEPARTMENT OF TRANSPORTATION)

(*Company Name*) is pleased to announce that it is organizing a van pool program, on a pilot basis, to enable you and your fellow employes to get to work and back in a way that will be more efficient and economical than driving your own cars. If you and a sufficient number of fellow employes living near enough to you to form a convenient and efficient vanpool elect to participate in this program, the Company will attempt to provide a commuter van which will:

1 Pick you up for transportation to work and deliver you to your home or other mutually agreeable location after work on a regular schedule to be determined by the Driver/Coordinator.

2 Continue to operate in the event the Driver/Coordinator is unable to drive; a Backup driver will be provided for this purpose.

3 Continue to operate during a 60-day grace period if and when the number of passengers has fallen below the minimum load; in this event it is expected that the Driver/Coordinator and the passengers will be able to recruit the additional passenger(s) necessary to meet minimum load before the 60 days has expired.

If you elect to participate you will be expected to:

1 Pay each month's commuter fare to the driver in advance or authorize payroll deduction where available; for this you receive a guaranteed reserved seat on the commuter van. (Note: Prior to the first payment you will receive an invoice showing the amount you are to pay each month; estimated fares are available from the Vanpool Administrator.)

2 Notify the Driver/Coordinator in advance whenever you cannot meet the van's scheduled pick-up time; it is your responsibility to be on time for pick-up.

3 Arrange other means to get to and from work if you cannot meet the van schedule on a particular day.

4 Understand that the van must maintain a schedule and that it cannot wait more than three (3) minutes for a passenger pick-up.

5 Notify the Driver/Coordinator in advance when you are on sick leave or vacation. (Note: You may arrange for a substitute passenger to take your reserved seat, if he or she lives near or can meet the regular van route.)

6 Notify the Company and the Driver/Coordinator at least 15 days in advance if you elect to withdraw from the commuter vanpool.

If you wish to subscribe to this program under the terms set forth above, please so indicate by signing and dating this agreement and returning it to the Vanpool Administrator. A minimum of nine (9) passengers plus a Driver/Coordinator must be subscribed to a specified route before a van can be ordered. Service would begin upon receipt of the vehicle, which is estimated to require approximately 60 days once the order is placed.

Accepted:

Signature of Employe	Vanpool Administrator
Date	Date

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SAMPLE—LETTER ENCOURAGING CARPOOLING AND MENTIONING INCENTIVES

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 314 TACTICAL AIRLIFT WING (MAC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS 72076

REPLY TO
ATTN OF

SUBJECT Carpooling

TO Wing/Group Staff and Tenant Units

1. Due to the increased cost and diminishing supply of gasoline, carpooling as a method of saving both dollars and energy has again become very important. The base will become involved to the extent of providing a centralized system for matching potential carpoolers and then rewarding actual carpoolers with priority parking.

2. Individual squadrons become involved in carpooling with the assignment of the priority parking. Each squadron will provide and assign carpool reserved parking spots to each carpool in the squadron.

3. Each carpool will be provided a separate, marked spot located in such a place that will encourage program participation. Each carpool will be provided with a parking pass identifying their spot assignment. This pass will be displayed in the windshield of each carpool vehicle and will be rotated to the various vehicles in each carpool. Curb identification and parking pass will be the responsibility of each squadron.

4. Each squadron may conduct their program as they desire as long as the spirit of the program is maintained. The designation of carpool reserved parking spots must be coordinated through the 314 CSG/CC prior to curb identification.

Vice Commander

CONTESTS

There are all types of contests that you can hold to focus attention on the need to conserve energy. Competition can be among individuals or among groups, and can be a special event to get attention during Energy Awareness Week or a year-round competition. Used in conjunction with energy monitors, a contest can even be run for things as simple as whether office lights are being turned off at night. If the local facility includes two or more buildings, include them in the contest. Extend other contests to include energy-conserving activities at home.

Poster contests are always popular and can be geared to any age group—for example, a photo poster contest can be held for adults and regular poster contests can be held for children in different age brackets. Posters can communicate an energy message, both pictorially and in writing, in a simple, yet effective, way. And, the winning entries can be used in the future to announce energy activities. When organizing an energy poster contest, consider:

- Publicity
- Rules/criteria
- Registration forms
- Entrants' poster display setup
- Arranging for judges
- Judging day receptions for entrants in poster contest
- Energy awareness literature for display site
- Winners/participants certificates
- Prizes
- Cleanup

OTHER CONTEST IDEAS

Recycling—Set up a year-round group competition with a "traveling" trophy awarded to the group that submits the most newspapers for recycling during the month.

Beauty—An Energy Conservation Queen would be a great attention getter during Energy Awareness Week. And, how about an Energy Conservation King, too?

Cartoon—A periodic cartoon contest is another way to raise energy consciousness. Publish winning entries in the base newspaper.

A WINNING SLOGAN AT LITTLE ROCK AFB

l Earn
co Nservation
b Efore the
wo Rld
re Grets
Yesterday

By Wendy Wylie, 314th Combat Support Group

BEST COPY AVAILABLE

And, PUBLICIZE results in the base newspaper. Include photos of winners with their entries. Mention their prizes to entice more people to enter the next poster contest.

A slogan contest is another way to encourage people to think and practice energy conservation, and is relatively simple to operate. And, because it makes people think energy conservation in producing their slogans, it generates quite a bit of energy awareness and can give your program a great deal of publicity. Like the poster contest, a slogan contest requires a few prizes, a lot of publicity, and participation by as many people in your military community as possible. Also, participants can be grouped by age bracket (juvenile, teenager, adult, for example). The names of winners, along with their winning slogans, can be published in the base newspaper. You might also be able to use the winning slogans to develop bumper stickers.

SAMPLE—ENERGY POSTER CONTESTS CHAIRMAN CHECKLIST USED BY THE ARMY

Ten Weeks Before Contests:

☐ Finalize organizing subcommittee structure

☐ Select dates for the contest displays during the Energy Awareness Week

☐ Select and secure display sites for the contest entries

☐ Select time and date for judging day receptions

☐ Begin design of promotional plan with the Public Affairs Officer

Eight Weeks Before Contests:

☐ Contest Chairman holds subcommittee meeting

☐ Recruit workers for registration

☐ Place promotional plan into operation

☐ Begin preliminary work on display layouts

☐ Request judge's (3-4) participation for each contest

Seven Weeks Before Contests:

☐ Contest Chairman meets with Energy Coordinator to discuss progress

Six Weeks Before Contests:

☐ Contest Chairman holds subcommittee meeting

☐ Contest Chairman contacts Public Affairs Officer and editor to discuss publicity and entrants registration

Five Weeks Before Contests:

☐ Contest Chairman meets with Energy Coordinator to discuss progress

☐ Registration forms distributed in installation newspaper for the Photo Poster and Children's Poster Contests

Four Weeks Before Contests:

☐ Contest Chairman holds subcommittee meeting

☐ Public Affairs Officer mails and hand-distributes flyers to installation divisions

☐ Registration forms again distributed in installation newspaper

Three Weeks Before Contests:

☐ Contest Chairman meets with Energy Coordinator to discuss progress

☐ Public Affairs Officer works with media on event coverage

☐ Registration forms again distributed in installation newspaper

☐ Registrar begins accepting registration entries

SAMPLE—ENERGY POSTER CONTESTS CHAIRMAN CHECKLIST USED BY THE ARMY (Cont'd)

Two Weeks Before Contests:

☐ Contest Chairman meets with judges for the contests to provide them with the evaluation criteria for the adult Photo Poster Contest and the Children's Poster Contest

One Week Before Contests:

☐ Contest Chairman holds final subcommittee meeting

☐ Deadline for contest entry registration

☐ Pre-event media coverage begins

One Day Before Contests:

☐ Entry displays set up at contest sites

Contest Display Days (Monday-Thursday of Energy Awareness Week):

☐ Display sites ready one hour before displays open

☐ Volunteers should be available in display areas

☐ Energy awareness literature should be available at display sites

Children's Poster Contest Judging Day (Thursday afternoon of Energy Awareness Week):

☐ Judges review and select winners

☐ Reception, held in the evening for all participants and their families

Photo Poster Contest Judging Day (Friday of Energy Awareness Week):

☐ Judges review and select winners in the morning

☐ Reception held in the afternoon; presentation of awards to winners

One Day After Contests:

☐ Public Affairs Officer informs all media of results of adult and children's competitions

Within One Week After Contests:

☐ Displays removed from display sites

☐ Results are printed and mailed to contestants, along with participation certificates

Within Two Weeks After Contests:

☐ Contest Chairman sends winning photos to the Department of Army Energy Awareness Office

☐ Public Affairs Officer and Contest Chairman send thank-you letters to volunteers and judges

SAMPLE—ANNOUNCEMENTS USED BY THE ARMY FOR PHOTO AND POSTER CONTESTS

Energy Awareness Week

PHOTO POSTER CONTEST

to SAVE ARMY ENERGY

Submit an energy conservation/awareness photo poster to be considered by our panel of judges. (Possibly insert names of judges.) Posters will be judged for:

- Originality
- Composition
- Subject Matter/Incentive
- Balance
- Contrast

Energy Awareness Week

CHILDREN'S POSTER CONTEST

LET'S HELP SAVE ARMY ENERGY!

- Draw a poster showing ways to save energy.
- Use crayons, colored pencils, or paints.
- Your poster will be on display during Energy Awareness Week.
- Awards for winning posters.

SAMPLE—ENTRY FORM USED BY THE ARMY FOR PHOTO CONTESTS

OFFICIAL ENTRY FORM

Deliver to:

NAME: _____ DAYTIME PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

AGE: _____ OCCUPATION: _____ RANK/GRADE: _____

ENTRY CATEGORY (check one): BLACK & WHITE _____ COLOR _____

WHERE DID YOU LEARN ABOUT THE EVENT?

Installation newspaper _____
Installation magazine _____
Other _____ Specify _____

1. I agree to abide by the rules and regulations of the Photo Poster Contest.

2. I certify that all information on this form is true, to the best of my knowledge, and that the accompanying entry is original.

_____ _____

Signature Date

OFFICIAL RULES

- All entries must be 11 x 14 enlargements.
- If used, captions must be 4 words or less.
- Photos must have been taken within 1 year of contest date.
- Anybody may enter except persons whose primary source of income is professional photography.
- You may enter as many times as you like, but please submit one form per entry.
- All entries become the property of DA if not claimed from the display site within 1 week after the contest.
- Entries must be received (or postmarked) no later than _____. Winners will be announced at a Judging Day Reception.
- The decisions of our panel of judges are final.

SAMPLE—ANNOUNCEMENT AND ENTRY FORM FOR SLOGAN CONTEST AT LITTLE ROCK AFB

SLOGAN CONTEST STARTS

An Energy Conservation Slogan Contest, open to all military and civilian personnel who work on base, has begun here.

Slogans should reach by the March 12 deadline.

The first place prize will be a $100 savings bond, donated by Citizens National Bank. Second place will receive $50 credit on new tires from Steve's Star Texaco. A $25 gift certificate from Bob's Men's Store will be the third-place prize. Winners will be announced in the March 16 Air Scoop.

Judging the contest will be Col. John D. Sims, 314th Tactical Airlift Wing vice commander; Captain McEvoy, base energy conservation officer; and CMSgt. Richard F. Gilliland, 314th Combat Support Group senior enlisted advisor.

Captain McEvoy said, "Everyone has an equal chance to win, so come up with a catchy slogan and put it in distribution today."

OFFICIAL ENERGY CONSERVATION SLOGAN
CONTEST ENTRY BLANK

NAME:_____
ORGANIZATION:_____
MY SLOGAN IS _____
_____
_____
Please Clip and Put in Distribution
TO
Entry Deadline is
Only Entries on Official Engry Blanks
Will Be Considered.

DISPLAYS

Displays of various types can be used effectively during Energy Awareness Week as well as periodically during the rest of the year to reactivate interest in energy conservation. Displays may be designed to be attended or unattended, static or dynamic. They may be of the audience participation type, such as question and answer, or designed for viewing only. The base exchange, snack bar, cafeteria, and medical facilities are ideal locations for positioning displays. The entire cross section of the military community visits these areas frequently.

In addition to developing your own displays, displays of various types are available from several sources. The U.S. Department of Energy, for example, developed a mobile exhibit called Energy Encounters. Operated by Oak Ridge Associated Universities, Energy Encounters is a 45-foot trailer pulled by a diesel tractor which contains 12 displays that explain America's energy story. Using colors, lights, illustrations, and audience participation, the 12 displays show the visitor what segments of the American society are using the most energy. The traveling educational exhibition also explores the costs of imported oil and the squeeze that inflation puts on the energy dollar. The Energy Timeline display, a major part of the exhibit, looks at energy problems and their potential solutions through new developments in such areas as conservation, oil, natural gas, coal, geothermal, wind, solar, ocean thermal energy, and nuclear fusion energy. Energy Encounters is free. The only requirements levied on a user are laborers for the setup and teardown (total of 8 man-hours), a receptionist (Little Rock AFB used Miss Little Rock AFB for its open house and the energy coordinator for the other days), security (normal base security is sufficient), and promotion. Oak Ridge Associated Universities supplies a press release kit and posters. Between their kit and your imagination,

OTHER IDEAS FOR DISPLAYS

Automobiles and motorcycles—Contact new car dealers in the area about displaying energy-conserving vehicles in compact and subcompact sizes at a convenient location on base. And, consider sponsoring a demonstration of electric and hybrid vehicles at the same time. Don't forget to have available booklets, bumper stickers, etc., as handouts.

Energy hardware—Local utilities and firms selling energy-conserving items may be willing to display their ware. Heat pumps, solar equipment, and windmills are examples of items that may be of interest to many people on your base.

Base exchange—Find out if the BX carries such items as fuel economy devices, tune-up items, and energy-saving light bulbs. Work with them to set up special displays promoting their energy-saving items.

Desk tents—Use desk tents (pieces of heavy paper folded so as to stand up on a desk or table) as office reminders to conserve energy. To maintain interest, change the desk tents fairly often. Any display loses its effectiveness when exposed for too long a time at one location.

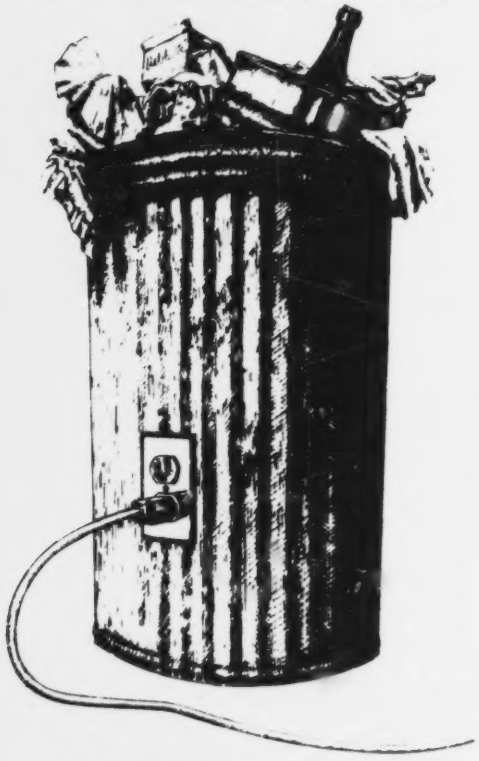
Oak Ridge Associated Universities
Museum Division
P.O. Box 117
Oak Ridge, TN 37830

this can be one of your best publicized programs. And, you can expect coverage from your base and local newspapers, television, and perhaps some Air Force publications.

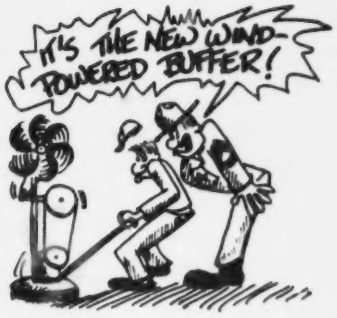
Another program available from Oak Ridge Associated Universities is "Energy Today and Tomorrow." This program is sponsored by 80 utility companies and chances are good that your utility company is a participant. The program features an array of unusual electric teaching devices, like an animated garbage can that demonstrates the value of recycling, a bicycle that generates electricity, and an electric motorcycle. The program can be adapted for classroom presentation or for a complete auditorium program.

Among other exhibits/displays available from the U.S. Department of Energy are:

- Home Energy Cost Savings Calculator
- The American Energy Pie
- Save Energy! Save Money!
- Saving Energy in Your Home: Insulation, An Investment That Keeps on Paying



WANT WATT...
WASTE NOT



- Heating and Cooling Tips
- Automatic Thermostat Controls on the Market.

With proper coordination, displays can be obtained locally from activities on base, as well as from sources in the surrounding community. For example, the facilities engineer has shops under his jurisdiction that have the capability of designing and building quality displays. Installation special services usually have arts, crafts, and hobby shops that have the required materials and creative talent to produce displays of varying types. Your job will be to generate ideas and suggestions. One way to do this could be a contest in which prizes would be awarded for the best display design. The winning design would then be used to produce the actual item.

Don't forget to investigate the availability of energy-related displays in the local community. Utility companies, petroleum companies, and others have ongoing public relations programs that include display materials. Some may be suitable for use on your base.

As an important part of *all* your energy displays, remember to include a variety of booklets, brochures, and stickers that people can take with them. And, if possible, have someone at the display who can provide additional information and answer questions.

U.S. Department of Energy
Office of Public Affairs
Exhibits Branch
1000 Independence Avenue, N.W.
Washington, DC 20585

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ELEMENTARY SCHOOL PROGRAM

One of the best places to start teaching energy conservation is with children. Consider working with the base elementary school—fourth, fifth, and sixth grades. Using the schools is an ideal way to start changing attitudes, not only in the children, but in their parents as well. Our children have a strong influence on all of us and it is hard to refute them when they are right.

To work well, the program must be the result of the concerted effort of many people. Obviously, the program begins with planning. First, gather available information dealing with energy conservation and education. The U.S. Department of Energy and the National Science Teachers Association can provide ideas for getting you started on developing a program and a suggested curriculum. Your state's energy office also may be able to help.

With your newly acquired information in hand, your next stop is the principal's office in your base elementary school. It cannot be overstressed that you must have 100 percent cooperation from your school from the start because, when you get right down to it, it is their program. You are simply a guiding force attempting to achieve an energy conservation goal. You must include them in all planning and encourage them to take the ball and run with it.

U.S. Department of Energy
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

National Science Teachers Association
1742 Connecticut Avenue, N.W.
Washington, DC 20009

Establish a working committee to formulate an energy conservation curriculum. Such a program probably can be most readily integrated into a science curriculum. So, committee members might include the school science teachers, an instructional specialist, the principal, and yourself. As the teachers get involved, your function likely will decline. A school program developed at Little Rock AFB was a 4-week curriculum with daily instruction by the science teachers. Each student received 30 minutes of class work each day for a total of 10 hours of instruction. The curriculum included a study of the sources of energy, its uses, energy conservation, and some basic electricity.

The first year you have an elementary school program, you might develop only one curriculum for use in all three grades. But, for following years, consider developing three separate curriculums—one each for the fourth, fifth, and sixth grades. This way, the programs will overlap but not be repetitious. A child in the fourth grade will then proceed through a 3-year energy conservation program with new material each year.

To ensure that the energy conservation theme is getting across in the classroom, you should try to brief each class individually. Get right in there and sell energy conservation. Some points you might discuss are energy conservation tips, the basis of the energy problem, meter reading, and how it is everyone's job to save energy.

Along with the instruction, students can be given educational and colorful handouts to keep for future reference. At Little Rock AFB, the course outline was made into a 20-page student workbook. This included a course syllabus, suggested projects, and classroom and home exercises. Other handouts were *Mickey Mouse and Goofy Explore Energy* and *Mickey Mouse and Goofy Explore En-*

ergy *Conservation*. Both are comic books from the Walt Disney Education Media Company and were provided through the courtesy of Exxon, USA. Two booklets from the U.S. Department of Energy—*Energy Activities with Energy Ant* and *My Energy Book by Energy Ant*—also were distributed, and were a great aid in maintaining the children's enthusiasm. Don't forget to consider showing films and slides too.

As the culmination of the elementary school program, consider having an energy conservation poster contest. It will be instrumental in helping to drive the energy conservation point home and will be a high point for the children. All students should be eligible to enter, and they can apply what they learned to come up with themes for their posters. A little extra effort in the promotion of the contest will definitely pay off. You can expect a large number of the student body to be involved, and you'll be surprised with the quantity and quality of the posters.

Probably you will want each grade level to compete individually for first-, second-, and third-place awards. Decide on prizes. At Little Rock, the first-place winners at each grade level were awarded $15.00; second-place, $10.00; and third-place, $5.00. To give the children more recognition—and your program more publicity—display the posters, for example, at the base exchange.

Decide how the entries should be judged. At Little Rock, the judging involved the school staff. They were delighted to be a part of the program and it turned out to be an enlightening experience. The benefits of reinforcing conservation ideas through the posters cannot be overemphasized.

Plan an awards ceremony. In addition to the entire study body, teachers, and school principal, consider inviting the base commander as well as anyone else who might be interested in seeing what the children think are good energy conservation practices. In addition to presenting awards to the winners of the poster contest, consider presenting a certificate of appreciation to the school. It is important to thank the school for its efforts and establish a rapport where you can conduct similar programs each year.

Throughout the program, use publicity to the maximum extent possible. Even though you are educating the children in the school, the publicity generated by the program serves also to educate and inform other base personnel. So, get your information office involved. Help them spread the word. And, don't forget to let the people down town know what you are doing. As a result of Little Rock's program, a nearby town implemented a similar program in its entire school system.

School programs work and give long-term results. They also help publicize your program. Try one, and see if your base's "energy consciousness" does not increase tremendously.

SAMPLE—OUTLINE FOR CLASSROOM BRIEFINGS USED AT LITTLE ROCK AFB

I. Poster Contest

1. Who will enter?
2. What are prizes?
3. Discuss some ideas

Questions to determine classes feel for energy conservation.

1. What country uses the most energy?
2. What country produces the most oil?
3. What fuels are used in making electricity?
4. What are the different processes called?
5. What is the energy gap?
6. What is energy conservation?

III. Energy saving techniques unique to our housing.

1. Carport lights
   A. Discuss percentage savings

IV. Discuss how to read an electric KWH meter.

1. Show examples
2. Figure an actual bill using 4¢ as the cost of 1 KWH.

V. Discuss energy saving tips and solicit maximum feedback.

1. Use correct thermostat settings.
2. Use only essential lights. Relamp to lower wattage.
3. Use ventilation fans with care. One hour can empty a room of conditioned air.
4. Check temperature of hot water. Fix leaky faucets.
5. Take showers versus baths.
6. Turn off unused appliances.
7. Close outside doors.
8. Keep drapes & blinds pulled.
9. Schedule large loads for off-peak times.
10. Always completely load washing machine, dryer, and dishwasher.
11. Air dry in dishwasher.
12. Turn burners off early.
13. Use cold water when possible for cleaning.
14. Clean lint filter.
15. Defrost refrigerator when ¼ inch of ice.
16. Do not set freezer and refrigerator too low.
17. Use pots & pans that fit heating element.
18. Insure a good seal on refirgerator.
19. Carpool.
20. Use microwave ovens & pressure cookers and slow cooking crock pots.

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SAMPLE—CERTIFICATE OF APPRECIATION PRESENTED BY LITTLE ROCK AFB TO SCHOOL

The Little Rock Air Force Base

Energy Conservation Committee

Presents This Certificate

To

ARNOLD DRIVE ELEMENTARY SCHOOL

For Outstanding Support Of The

Energy Conservation Program

Presented This 30th Day of March 1979

BEST COPY AVAILABLE

ENERGY-SAVING TIPS

Energy tips provide information on energy conservation measures and serve as reminders to save energy at work and at home, both day and night. The tips can be publicized in many ways. Some avenues for publicizing tips include the base bulletin, the base newspaper, the base cable TV, the back of published minutes of various committees and groups, and posters. The public affairs officer will have more ideas of ways to publicize the energy tips at your base. The only thing holding back the word is your imagination.

Listed here are some general energy tips on driving techniques, car maintenance, ridesharing, appliances, cooking, refrigerators, dishwashers, other kitchen appliances, lighting, air conditioning, heating, insulation, laundry, water, and miscellaneous. A quick way to get an energy tip program started is to reproduce this list and give it to your base bulletin and newspaper people with the instructions that they try to run one tip with each edition of their publication. In the meantime, you can be writing some of your own tips that might be more suited to your needs. Any way you decide to do it, remember that it is all free publicity for your program. The more energy missiles you put in the air, the better your chances of hitting someone's energy consciousness.

Don't waste gasoline when you have to stop on a hill. Hold your car steady with the brake, not with the accelerator. Using the accelerator not only wastes

DRIVING TECHNIQUES

The driving technique of the person behind the wheel is the most important single element in determining the fuel economy of any car. Drive at a steady pace. Avoid stop and go traffic. Adjust driving to avoid unnecessary, wasteful accelerations and decelerations.

Record your gasoline use, and try to get more miles per gallon out of your car. Don't let the engine idle for more than half a minute.

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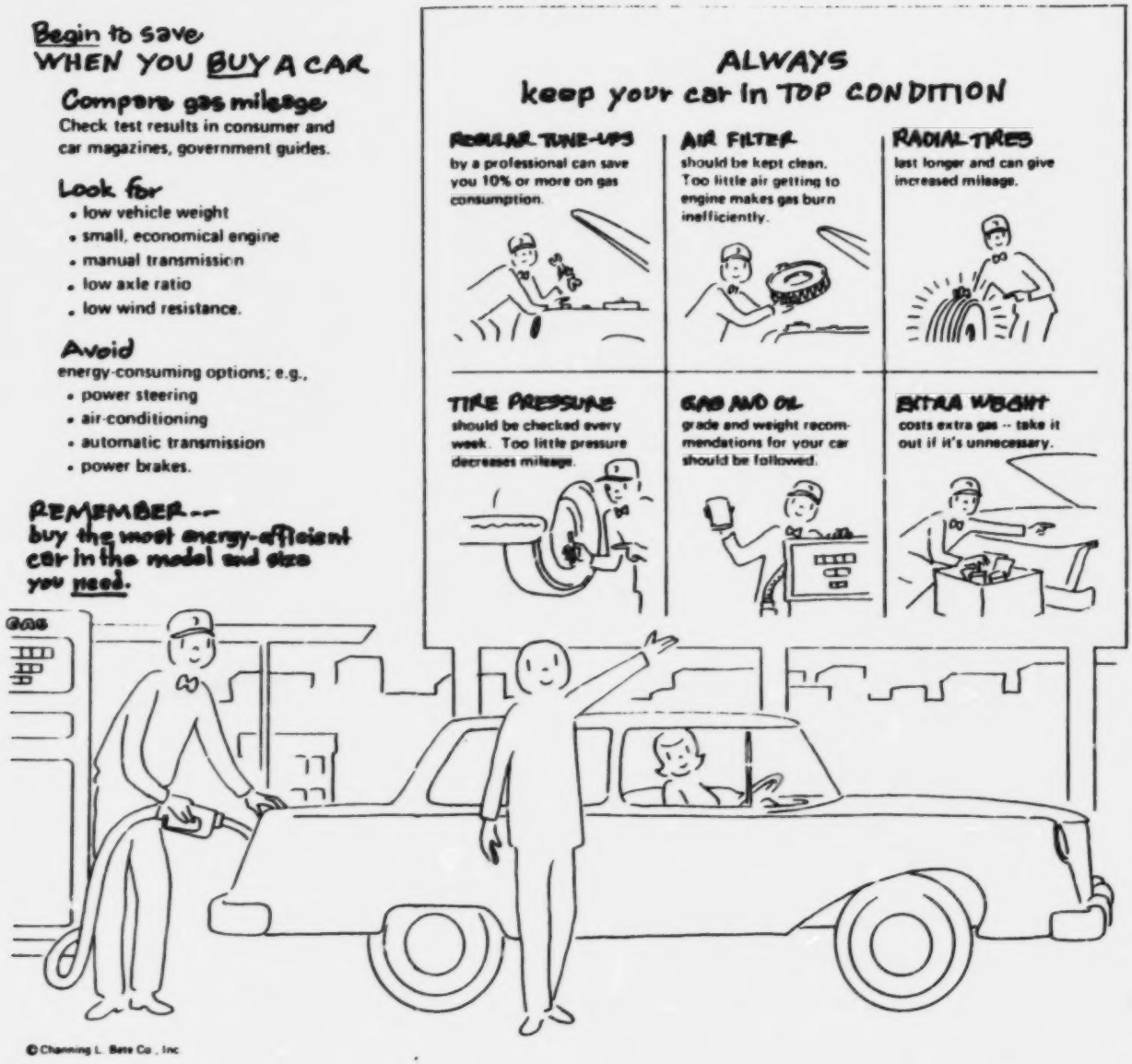
Begin to save
WHEN YOU BUY A CAR
Compare gas mileage
Check test results in consumer and car magazines, government guides.
Look for
• low vehicle weight
• small, economical engine
• manual transmission
• low axle ratio
• low wind resistance.
Avoid
energy-consuming options; e.g.,
• power steering
• air-conditioning
• automatic transmission
• power brakes.
REMEMBER--
buy the most energy-efficient car in the model and size you need.
ALWAYS
keep your car in TOP CONDITION
REGULAR TUNE-UPS
by a professional can save you 10% or more on gas consumption.
AIR FILTER
should be kept clean. Too little air getting to engine makes gas burn inefficiently.
RADIAL TIRES
last longer and can give increased mileage.
TIRE PRESSURE
should be checked every week. Too little pressure decreases mileage.
GAS AND OIL
grade and weight recommendations for your car should be followed.
EXTRA WEIGHT
costs extra gas -- take it out if it's unnecessary.
GAS
© Channing L. Bete Co., Inc.

gasoline, it also causes needless wear and tear on the engine.

Break gas-wasting driving habits. Don't pump the accelerator or race the engine when your car is not moving. And use the brake pedal rather than the accelerator to hold your car in place on a hill.

Observe the 55 miles per hour speed limit while on the highway. Most automobiles get about 20 percent more miles per gallon on the highway at 55 mph than at 70 mph.

Minimize braking. Anticipate speed changes. Take your foot off the accelerator as soon as you see a red light or slowed traffic ahead.

Remove any unnecessary weight from the car. The lighter the car, the less gas it uses. An extra 100 pounds decreases fuel economy about one percent for the average car, 1¼ percent for small cars.

BEST COPY AVAILABLE

While driving, accelerate smoothly and moderately. Achieve your desired speed quickly, and then keep a steady pressure on the accelerator, just enough to maintain speed.

Drive "defensively." By anticipating traffic flow 10 to 30 seconds ahead, you can avoid unnecessary braking and the consequent waste of gasoline.

Open car windows create wind resistance and reduce mileage. When feasible use the vents instead of opening windows. On the highway the air conditioning in newer model cars actually uses less gas than a car with open windows.

Avoid unnecessary idling in your car. This wastes a cup of gas every 6 minutes. Don't idle for longer than 30 seconds; restarting will take less gasoline than idling.

Save gasoline by shopping as close to home as possible. Also, remember to combine errands for a more efficient use of energy and of your time.

Avoid driving your car during rush hours whenever possible. Go out on errands earlier or later. . .and save gasoline.

Don't "top off" the tank. By filling your car gas tank to the brim, you could lose a half-gallon of gas. Every time the car starts or stops, gas may slosh out. On a hot day the gas expands and forces itself out.

If you're planning to buy a new car, consult the gas mileage guide free from any new car dealer. Compare the miles-per-gallon and yearly fuel cost before you buy.

A carrying rack on your car increases wind resistance and wastes gas. Remove unneeded ski or bicycle racks when out of season.

Are you getting the fuel economy you should on your car? Check it out frequently. Make a note of your mileage when the tank is full. Then note the mileage again when you fill it up again. Divide the number of miles traveled by the number of gallons bought, and you have the miles per gallon your car delivers. If the mpg is too low, you may need a tuneup or some other adjustment.

Parking in shady areas prevents gasoline evaporation that might otherwise occur if you park in the hot sun.

In cars with standard transmissions, don't rest your foot on the clutch pedal. Even a small amount of pressure could partially disengage the clutch and reduce drive train efficiency. You'll save gas by keeping your left foot on the floor.

CAR MAINTENANCE

Proper car maintenance can prolong the life of your car and save gasoline. Many schools and community colleges have courses on car maintenance. Why not enroll in one this year?

Does your car's motor run fast when it's idling? That wastes gasoline. Have the choke checked to see if it needs adjustment.

Don't waste gasoline by ignoring a faulty automatic choke. If your car continues to idle "fast" after a reasonable warm-up period, have the choke adjusted.

Check your car's tire pressure regularly. Underinflated tires increase gasoline use. Your car can lose about 2 percent in fuel economy for every pound of pressure under the recommended pounds per square inch.

If your engine is hard to start, hesitates, sputters, idles roughly, you are losing mileage. A tune-up will improve your mileage considerably.

Need new tires? Consider radials. You'll get more miles per gallon and longer wear.

Check that your automobile wheels are properly aligned. Improper wheel alignment can cause unnecessary tire wear, as well as increase fuel use. A regular alignment check is a good idea.

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Buying a new car? Before you do, think about the savings you can enjoy by selecting one that gets good gasoline mileage. Buy the most energy efficient car of the size and model you want based on estimated fuel costs for as long as you plan to use it.

RIDESHARING

Share your ride. Join a car pool or van pool. Over one third of all private automobile mileage is for commuting to and from work.

Save fuel and your own energy that is expended in commuting to and from work. If public transportation isn't available in your area, try carpooling or vanpooling with neighbors. You'll save on car maintenance costs and parking fees, as well as gasoline.

If public transportation is available, take advantage of it. You'll save the energy and money that the gasoline consumed by your car would represent. You'll save your own energy as well.

Plan to share a ride with friends to the beach or the mountains during the summer. You'll have more time to visit, and you'll reduce travel costs and save gasoline.

Eliminate unnecessary trips. Can you find one driving trip per week that could be handled by telephone or combined with another trip? If every automobile took one less 10 mile trip per week, the nation would save 3½ billion gallons of gas a year, or nearly 5 percent of the total passenger demand for gas.

If you 'carpool' to the supermarket or on other errands with a neighbor, you'll be using only one car, you'll have more time to share with friends, and you'll be saving gasoline!

Consider walking, biking or rollerskating instead of driving for short errands. Make the trip a relaxing, enjoyable and healthy excursion, rather than an irritating and boring drive through traffic.

Go shopping with a neighbor now and then. If the fuel used by the average car were reduced 15 percent through fewer daily trips, better driving practices and better maintenance, the nation's use of petroleum would fall by nearly 3.5 percent of demand.

Planning a vacation this year? Think about taking the train or bus instead of the family car. Save gasoline and relax and enjoy your holiday at the same time.

APPLIANCES

Whenever you buy a new appliance, study the owner's manual and follow its maintenance and operating instructions carefully. You'll increase the life of your appliance, and its energy efficiency.

If you are considering buying a new appliance, perhaps one with special features, find out how much energy it uses compared with other, perhaps less convenient models. A frost-free refrigerator uses more energy than one you have to defrost manually.

You have heard this before, but we'll remind you anyway. Don't leave appliances running when they're not in use. Remember to turn off your radio, TV or record player when you leave the room.

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Use small, portable appliances, like electric skillets or toaster ovens, when you're cooking small quantities of food. They use less energy and cost less to operate than a full size oven.

Try to use energy-intensive appliances such as dishwashers, laundry equipment, and electric ovens during early morning or later evening, which are off-peak times. To meet demand during peak hours, an electric company often must use less efficient back-up equipment. If more people scheduled household chores during off-peak hours, the utility company's daily fuel use would be reduced, and the nation's energy would be conserved.

Be sure to turn off all appliances when not in use. During hot weather this is particularly important so that power systems are not overtaxed and so that the heat generated by such appliances does not add unnecessarily to air conditioning loads.

Keep your appliances in good working order so that they will last longer, work more efficiently, and use less energy.

Buy products on the basis of initial cost plus operating costs rather than on the basis of purchase price alone. Often products that are energy efficient cost more to buy, but you'll save money and energy over the lifetime of such equipment.

COOKING

Remember to use small appliances for cooking small meals. An electric skillet, bake oven or toaster is more convenient and uses less energy than a full sized oven or broiler. You'll also build up less heat in the kitchen this way.

Use a minimum amount of water in cooking and cover the pan. Foods cook faster, their vitamin content is preserved, and you save the energy longer cooking would use up.

Reduce energy consumption in cooking. Use pans that entirely cover the heating element. This way more heat enters the pot and less is lost to the surrounding air.

Remember that foods cook more quickly when pots and pans are covered. Water will boil faster in a covered pan. Uncovered utensils consume more cooking energy and heat the kitchen more as well.

Never boil water in an open pan. Water will come to a boil faster and use less energy in a kettle or covered pan.

Cook complete meals in your oven rather than just one dish. Do not open the oven door to peek during baking time. If you do, your oven temperature falls from 25 to 75 degrees.

If you are planning to use your oven for the preparation of a meal, make the most of the heat from it. Prepare other dishes that can be cooked in the oven at the same time.

Thaw foods that have to be unfrozen before cooking the energy economical way—in the refrigerator. If you thaw on the countertop in the kitchen, you add to the furnace heat loads. In the refrigerator you not only save this heat loss, but you reduce the load on the refrigerator's motor as well.

During hot weather try serving your family more cold dishes and salads in place of cooked meals. This may be easier on the cook, and your home will stay cooler and more comfortable without heat from the oven. You'll use less cooking and cooling energy, and you'll save money.

If you own a pressure cooker or microwave oven, use it to reduce cooking time. You'll save energy and stay more comfortable by reducing heat build up in the kichen.

Try using heat treated glass or ceramic dishes in your oven. You will be able to cook at oven temperature settings as much as 25 degrees lower than required for cooking similar items in metal pans.

REFRIGERATORS

Install your refrigerator away from the range or other heat sources. If it's placed in the coolest spot in the kitchen, your refrigerator will run less often—and use less energy!

Cover all liquids stored in your refrigerator. Moisture is drawn into the air from uncovered liquids, making the refrigerator work harder.

Keep the cool air inside your refrigerator and save energy. Check the seals around the door. If they aren't tight enough to keep a dollar bill from slipping through easily, adjust the latch or replace the seal.

You may be keeping your refrigerator and freezer too cold, and that wastes energy. Check your manuals for the correct temperatures and adjust your appliances' thermostats accordingly. Generally temperature in the refrigerator should be 38 to 40 degrees, and 0 to 5 degrees in the freezer.

Don't allow frost to build up in your freezer beyond a thickness of ¼ inch. Frost on freezer walls wastes energy—and takes up space in your freezer.

During the summer, and all year around, it is a good idea to thaw frozen foods in the refrigerator. As the food defrosts it helps to reduce the cooling requirements of the refrigerator's motor, and that saves energy.

Clean dust and grease from the condenser coils of your refrigerator—this saves electricity. Refrigerators with coils that are kept clean have a longer service life and need fewer repairs.

To save energy during vacations or extended absences from home, empty your refrigerator, disconnect it from the power outlet, and leave the door ajar.

DISHWASHERS

Use your dishwasher when fully loaded, and try to use it during off-peak time. Call your utility company to find out what the peak load period is in your area. Open the door of the dishwasher after the rinse cycle so that dishes can air dry.

If you are considering buying a dishwasher, look for a model with air-power and/or overnight dry settings. These features automatically turn off the dishwasher after the rinse cycle. This can save up to 10 percent of your total dishwashing energy costs.

Save energy by letting dishes air dry. If your dishwasher does not have an automatic air-dry switch, turn off the control knob after the final rinse. Open the door a little to let the dishes dry faster.

Don't waste hot water in your dishwasher. The average dishwasher uses 14 gallons of hot water per load. To use it economically, be sure the dishwasher is full, but not overloaded, when you turn it on.

OTHER KITCHEN APPLIANCES

Use vent fans in your kitchen or bathroom only as needed. A fan running needlessly wastes electricity.

If you install an aerator on the faucet in your kitchen sink you'll reduce the amount of water in the flow and you'll save energy required for water heating.

You can save energy if you'll operate your garbage disposal with cold water. Grease solidifies in cold water and can be ground up and washed away more easily.

Make sure the pilot light on your gas stove is adjusted properly. It could be using more fuel than necessary. The flame should be blue. A yellowish flame indicates adjustment is needed.

If you have an electric stove, save energy by using it wisely. Turn off burners several minutes before the end of the required cooking period. The heating element will stay hot, and your food will finish cooking without using any more electricity.

Chances are as the weather gets cooler you will be doing more roasting and baking. Use your oven energy-efficiently. Plan meals that can be prepared completely in the oven. Use extra oven space to prepare other dishes that can be reheated and served later.

If you need to purchase a gas oven or range, look for one with an automatic (electronic) ignition system instead of pilot lights. With such an ignition system you'll save an average of up to 47 percent of your gas use—41 percent in the oven and 53 percent on the top burners.

Consider fluorescent lighting for the kitchen sink and countertop areas. These lights set under kitchen cabinets or oven countertops are pleasant and energy efficient.

LIGHTING

Concentrate lighting in reading and working areas where it's needed, and for safety—in stairwells, for example. Reduce lighting in other areas, but avoid very sharp contrasts in one room.

You can reduce your electric bills by up to 4 percent. If you have multiple light fixtures, remove one bulb out of three, and replace it with a burned-out bulb for safety. Replace other bulbs, as they burn out, with bulbs of next lower wattage, unless you need more intense light.

If you're going to be away from home and don't want to leave the house dark all the time, save energy by using a timer that will turn a few lamps on at pre-set nighttime hours. That way you don't have to leave any lights burning during the daylight hours.

Use fluorescent lighting wherever you can for more lumens per watt. A 40-watt fluorescent lamp gives off 80 lumens per watt and a 60-watt incandescent bulb gives off only 14.7 lumens per watt. The 40 watt fluorescent lamp would save about 140 watt hours of electricity over a 7 hour period.

Try 50 watt reflector floodlights in directional lamps, such as pole or spot lamps. These flood lights provide about the same amount of light as the standard 100 watt bulbs but at half the wattage.

Always turn three-way bulbs down to the lowest lighting level when watching television. You'll reduce the glare on the TV screen and save energy.

Lamps with three-way switches help to keep lighting levels low when intense light is not necessary. Use the highest setting only for reading or for other activities that require bright light.

You can save some energy that you would use for lighting by decorating with light colors. Remember, light colors for walls, rugs, draperies and upholstery reflect light and therefore reduce the amount of artificial light required.

Now that the days are longer you will need less artificial light. Did you know that in just five hours, two 100 watt bulbs use 11,600 British thermal units of energy, or the equivalent of one pound of coal or one half pint of oil? Turn lights on only when you really need them.

Let the sun shine in. Keep windows clean and let nature do some of your heating and lighting for you . . . free. This saves energy and energy costs. When your light switches need replacing, consider installing solid-state dimmer switches. They make lowering lighting levels easier . . . and can help you save electricity.

Get the most out of the electric lamps you use, and save electricity. Light-colored transparent shades spread the light more effectively than darker shades.

Get the most lighting from the electricity you use. Keep lamps and lighting fixtures clean—dirt absorbs light.

Wherever practical, use the more efficient fluorescent lights in place of incandescent lights. One 40-watt fluorescent tube provides more light than three 60-watt incandescent bulbs—and can save you about $10 per year in electricity.

Remember to have decorative outdoor gas lamps turned off unless they are essential for safety. Or, convert such lamps to electricity. Keeping eight gas lamps burning uses as much natural gas as it takes to heat an average-size home for a winter heating season.

AIR CONDITIONING

Buy the smallest, least powerful air conditioner you need to cool the space you have for the climate in which you live.

Remember to replace the air filters in your air conditioning units every month.

KEEP COOL—
BUT SAVE ENERGY BY:

- MAINTAINING 80° TEMPERATURES WHEN COOLING
- CLOSING DRAPES, BLINDS AND CURTAINS TO KEEP DIRECT SUNLIGHT OUT OF THE HOUSE
- CLOSING OFF INFREQUENTLY USED ROOMS
- TURNING OFF LIGHTS AND TV SETS AND COOKING OUTDOORS TO KEEP HOUSEHOLD HEAT DOWN
- MOPPING, CLOTHES DRYING, AND LAUNDERING WHEN PEAK AFTERNOON COOLING HOURS ARE OVER.

Now is a good time to make sure that the ducts in your air conditioning system are properly insulated, especially those that pass through the attic or other uncooled spaces. This precautionary step could save cooling costs for you later, when hot weather arrives.

Never operate a window or attic fan in an air conditioned area. It will force cool air outside, and waste energy.

With or without air conditioning in your home, keep out daytime sun with vertical louvers or awnings on the outside of your windows, or draw draperies, blinds, and shades indoors. You can reduce heat gain from the sun by as much as 80 percent this way.

You'll save money if you'll use a fan rather than air-conditioning when the outside temperature is below 82 degrees. When windows in the house are open, the fan pulls cool air through the house and exhausts warm air through the attic.

Remember to set your air conditioner thermostat around 80 degrees. This will cool the air to a comfortable temperature and will save energy. On warmer days, if you kept your home six degrees cooler than this recommended temperature you might pay as much as 47 percent more in utility bills.

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Now that summer is here, remember to clean or replace air conditioner filters. Clogged filters make your air conditioning equipment work overtime. This wastes energy and costs you money.

If you have a room air conditioner, make sure that the fresh air intake is closed off during the hottest part of the day. Otherwise, you're constantly cooling hot outside air, and that's energy-wasteful and expensive.

HEATING

As the nights become cooler, add a blanket instead of turning on the heat. You'll save energy and heating costs, even if you use an electric blanket.

Don't throw the door wide open just to let your pets in or out . . . give them just enough room to slip through. You'll reduce the amount of heat lost from the house, and save energy and fuel costs.

A dirty or improperly adjusted oil-burning furnace will burn more fuel than a clean one. Has yours been serviced this year?

Remember to keep closet doors closed and to close off rooms that you do not normally use. Do not heat any more space in your home than you need to.

Clean or replace filters in a forced air heating system about once a month for better system efficiency. Be sure to check the ductwork for a forced air system, especially at connection points. Repair leaks with duct tape or caulking.

You'll save heating energy in your home if you keep your fireplace damper closed unless you have a fire going. An open damper in a 48 square inch fireplace can let up to 8 percent of your heat out of the chimney.

Now that spring is on its way, you can plan to save energy and money. Turn off your home heating system as soon as you can, and wait until very warm weather comes to use your air conditioning. In the meantime, keep draperies and curtains open on sunny days and take advantage of solar energy!

When you are sure that the heating season is over, you can save a considerable amount of fuel by having the furnace pilot light turned off. Remember to make a note to be sure to have it reignited before you turn the furnace on again next fall.

Be energy-wise in 1983. A good way to start is to decide to keep your home at 65 degrees by day and 55 degrees by night.

Is your furnace in good working order? Now that Fall is approaching, check it out. A well-maintained furnace, with a clean filter, uses less fuel and could mean a saving of up to 10 percent in fuel costs.

On colder nights, add a blanket instead of turning up the thermostat in your home. You'll save energy and heating costs, even if you turn on an electric blanket.

If one heavy sweater doesn't keep you warm enough in a 65 degree indoor temperature, don't turn up the heat. Wear two light sweaters instead. The space between the two provides insulation—and an extra degree and a half, or so, in warmth.

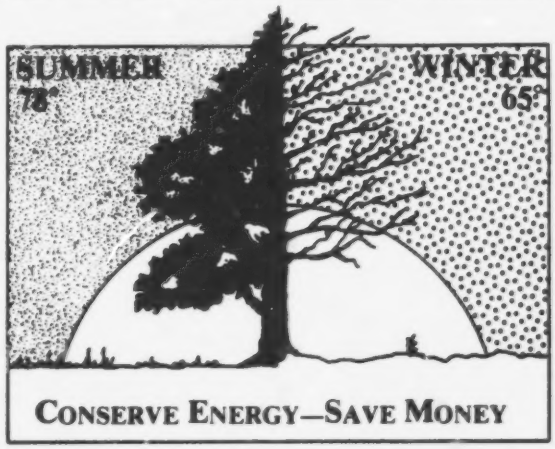
Are you using your radiators as bookshelves or catchalls? Clear them off. Clutter on radiator tops impedes the flow of heat, and you may turn your heat up higher than you need to. This is a waste of energy.

INSULATION

Don't let cold air seep into your home through the attic access door. Check the door to make sure it's well insulated and weatherstripped. Then when the heating season arrives you won't be wasting fuel by allowing heated air to escape into the attic.

Do any of your hot water pipes run through an unheated garage or basement? If they do, now may be the time to make sure that they are properly insulated. Otherwise a good deal of heat escapes in cold weather, and this increases the amount of energy, and money, needed to keep the water hot.

If you detect drafts around windows and doors, your home may need caulking and weatherstrip-



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ping. Installing these materials is easy to do yourself, and a 10 percent savings in annual energy costs can be realized in the average house (with 12 windows and 2 doors).

Adding insulation to your home can reduce cooling costs in warm weather as well as heating costs during the winter. Find out if your home needs insulation. Consult with a reputable insulation dealer in your community or with your local building inspector or county agent.

LAUNDRY

Help your clothes dryer use less energy. When doing the family wash, separate drying loads into heavy and lightweight items. Lighter items take less drying time, so that the dryer does not have to be on as long as it would for heavier pieces.

Have you checked and cleaned the outside exhaust of your clothes dryer lately? A clogged exhaust lengthens drying time—and increases energy consumption.

You can save energy when you wash heavily soiled clothes. Presoak them, or use the soak cycle in the washing machine. You'll save the energy required for a second washing.

Save on energy needed for ironing and pressing by hanging clothes in the bathroom while you're taking a bath or shower. The steam often removes the wrinkles for you.

If your washing machine has a "suds-saver," use it. It saves energy by allowing you to use one tubful of hot water for several loads.

Be sure to keep the lint screen on your clothes dryer clean. An accumulation of lint restricts the flow of air in the dryer and requires the machine to use more energy to function.

During the sunny summer weather you'll be able to save energy by using the old-fashioned clothesline. As a bonus, clothes dried outdoors often seem fresher and cleaner than those taken from a mechanical dryer.

Try to schedule use of your clothes washer, clothes dryer and dishwasher in the early morning or later evening hours. These are offpeak times. Such scheduling will help reduce the demand on electric utilities.

WATER

Heating water takes about 15 percent of all the energy use in your home. Don't waste hot water.

Avoid letting hot water run all the time when you're hand-washing or rinsing dishes, shaving, or doing other chores that require hot water intermittently. Get in the habit of turning the hot water faucet on when you need it, and off when you don't.

Take showers rather than tub baths, but limit your showering time and check the water flow if you want to save energy. You can save about 5 gallons of hot water every time you substitute a shower for a bath.

Need a new water heater? Look for an energy-efficient design—one with extra-thick insulation on the shell. You could save about $8 a year in water heating costs with a well-insulated gas heater, and $15 a year on an electric one.

Don't use hot water unless you really need it. Rinse dishes and operate your garbage disposer with cold water. You'll save energy and the cost of heating the water.

You can avoid wasting hot water by repairing all leaky faucets promptly. A small leak can waste as much as 60 gallons of hot water a week, and the energy it takes to heat that much water.

Do as much household cleaning as possible with cold water. Some cleaning products are actually designed to work better in cold water.

SAVE HOT WATER

- WASH A FULL LOAD EACH TIME YOU USE THE WASHING MACHINE OR DISHWASHER
- USE COLD OR WARM WATER INSTEAD OF HOT TO LAUNDER CLOTHES, TRY COLD WATER DETERGENTS FOR ENERGY SAVINGS
- REPORT WATER LEAKS. ALL WATER LEAKS ARE COSTLY- HOT WATER LEAKS ARE VERY COSTLY IN ENERGY WASTE
- TAKE SHOWERS INSTEAD OF TUB BATHS

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Install a flow restrictor in your shower. It's easy to install and saves water by restricting the flow to 4 gallons per minute—plenty adequate for showering. Using more hot water than you really need will cost you money.

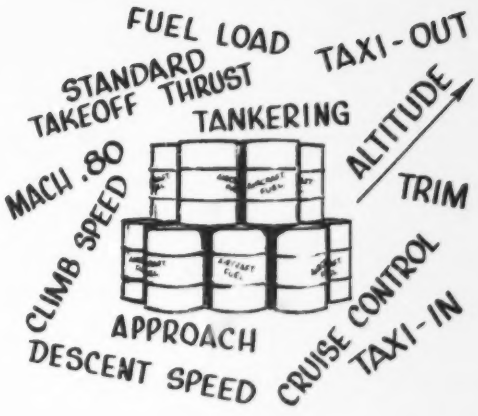
Save hot water by installing an aerater on your kitchen sink faucet. This reduces the volume of water per minute—but it's hardly noticeable, and you save on water heating costs.

MISCELLANEOUS

Consider planting leafy trees on the south and west sides of your home. As they grow their leaves will help shield your home from the hot summer sun and will reduce the power demand on your air conditioning equipment. In winter months, when leaves are gone, your home will benefit from the sun's rays, thereby lowering your heating bill.

Have you checked the dust bag in your vacuum cleaner lately? If it's full, empty or replace it. A full dust bag reduces suction, increases vacuuming time—and wastes energy.

If you're closing up your vacation home for the winter, turn off the furnace and water heater to save energy and money. But be sure to drain all the water and steam heating systems carefully. If you don't, pipes or equipment may be damaged with the onset of freezing weather.



Paper, metal and glass demand a great deal of energy to produce. Wasting products made from these materials is like wasting energy. Find out if your community has a recycling center.

Rediscover bicycling. For quick errands or even commuting to work, a bicycle can be a fun and healthy alternative to the car.

Don't waste energy in your workshop. Remember to turn off shop lights, soldering irons, glue pots, and all bench heating devices as soon as you've finished using them.

Why not use the stairway instead of an elevator if you're going only a flight or two? You'll get some healthful exercise . . . and save electricity.

Be sure that thermostats in your home are not placed on exterior or cold walls. Such placement will keep the thermostat working when the rest of the room has reached a comfortable temperature.

Try to buy products that will last. More durable products save the energy that would be required to make replacements more often.

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Use your telephone to do some of your errands! If possible, call ahead to see if the store has the item in stock. You may save time and gasoline.

Do not allow gasoline-powered equipment to idle for long periods. Turn off the equipment when you finish one job and restart it when you're ready to resume work.

You will be a lot more comfortable during this summer if you dress appropriately for warmer weather. A light weight skirt feels about a degree and a half cooler than light weight slacks. A short-sleeved shirt feels about 8/10ths of a degree cooler than a long-sleeved shirt.

On very warm days, use your draperies and curtains to help keep the heat from the sun out of your house. Draw draperies and curtains across windows during the hottest part of the day. Open them later when the temperature drops.

Keep cutting edges of tools sharp. A sharp bit or saw cuts more quickly and therefore uses less power. Oil on bits and saws reduces friction and therefore also reduces power required.

Remember to buy power tools with the lowest horsepower adequate for the work you want to do.

If you're planning to be away on a vacation during the coming months, don't forget that you can save energy at home while you're away. Turn off all lights and air conditioning. And empty the refrigerator, disconnect it from the power outlet, and leave the door ajar.

FACILITY ENERGY CONSERVATION INSPECTIONS

Volunteer participation programs and newspaper articles do not always get the word out as well as we would like; or sometimes, it does get out and is not heeded. As bad as it sounds, some people will not conform to your energy conservation rules until they are forced to do so. Also, there is a legitimate minority that actually does not get the word. An inspection program can remedy both problems.

If your base doesn't already have an energy conservation inspection program, initiate one during Energy Awareness Week. As a first step, establish inspection teams to identify energy wasters and, if possible, make on-the-spot repairs or adjustments to improve the energy efficiency of each facility. Your inspection teams might include unit commanders, unit conservation officers, energy conservation task group members, and building custodians. Be sure to brief the teams carefully so they will know how to inspect. ATC Form 1195, Utilities Conservation Checklist, is a tool that you could use as a guide for your teams. But, be sure they understand how to complete any checklist you use and know how specific the information included should be. Are the words "temperature too warm" enough, or would "79°F in warehouse" be more useful? And consider having your inspection teams also report on positive steps taken in various areas to conserve energy. This information can be used in your effort to educate units that have not taken steps to conserve.

In addition to inspecting physical aspects of the facilities during Energy Awareness Week, your teams will have the opportunity to educate the consumers at each facility about correct energy conservation behavior—for example, turning off equipment when it is not being used—and to solicit

SOME ENERGY WASTERS

Improperly adjusted thermostats—buildings should be heated no higher than 65°F and cooled no lower than 78°F.

Leaky faucets and stuck toilet flush valves.

Steam and oil leaks.

Water temperatures that are too high—water for personal hygiene should be heated no higher than 105°F.

Incandescent lamps—fluorescent lamps use only 20 percent of the power required by incandescent lamps to produce the same amount of light.

Dirty lamps—dirt or dust on lamps and their covers can decrease total light values by as much as 35 percent.

Light levels in corridors, stairwells, etc., that are too high—three 100 watt bulbs will use up a gallon of fuel each 24-hour day.

Missing window shades that can be adjusted to keep heat and light in or out as needed.

Broken windows and doors.

Air leaks around doors, windows, and outlets.

Hangar doors without air curtains or PVC strips to reduce heat loss—if the outside temperature is 20°F and the wind is blowing 10 MPH perpendicular to a 10- by 20-foot opening in a building with an inside temperature of 70°F, cold outside air is mixing with warm inside air at a rate of 89,100 cubic feet per minute.

A STICK

Ask the inspection team to leave an appropriate conservation reminder sticker by the desk, station, or switch of a nonconserver.

their ideas about additional ways of saving energy. And, inform them that facility energy conservation inspections will be held periodically (some bases have monthly inspections) to determine compliance with energy conservation guidelines.

To motivate good energy behavior, try a "carrot-and-stick" approach. Record the monthly results on a master sheet to keep track of each type of violation. Brief the staff. Most commanders will appreciate knowing about your findings and will take steps to correct the violations.

Although you may feel reluctant to begin an inspection program, the positive results can more than offset the negative aspects. At Little Rock AFB, the program has achieved outstanding results. The violation rate has steadily decreased and facility custodians have become actively involved in the program. And, as a result of the program, a great many more of the base's personnel are aware of their facility's correct thermostat settings and are now more apt to go out of their way to turn off exterior lights during the day.

A CARROT

Set up monthly competitions among facilities or work groups at your base. Award a "traveling" trophy, prize, or special benefit to the month's winner.

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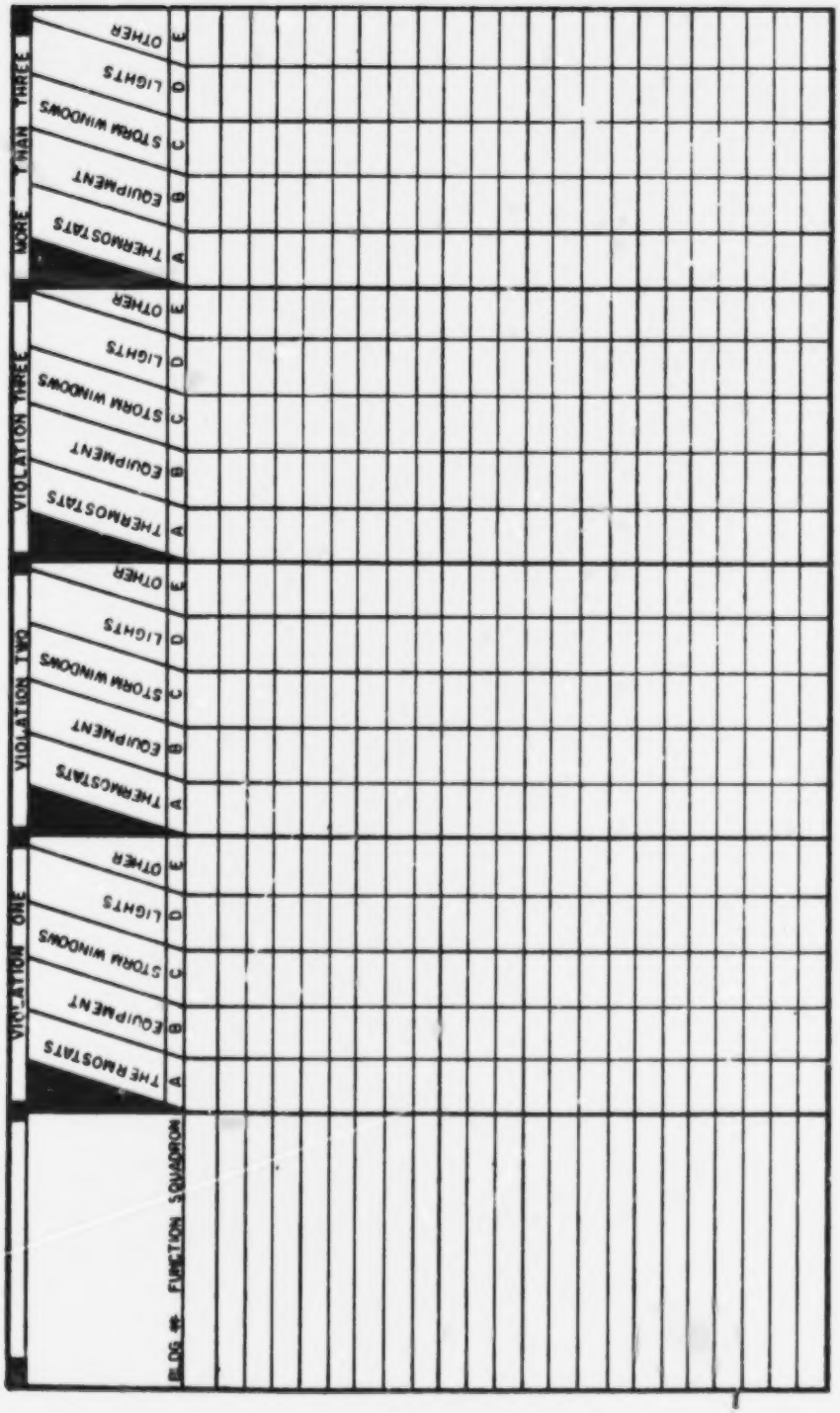
SAMPLE—CHECKLIST FOR PERIODIC ENERGY CONSERVATION INSPECTIONS

Name: Organization and Phone: Period of Report:

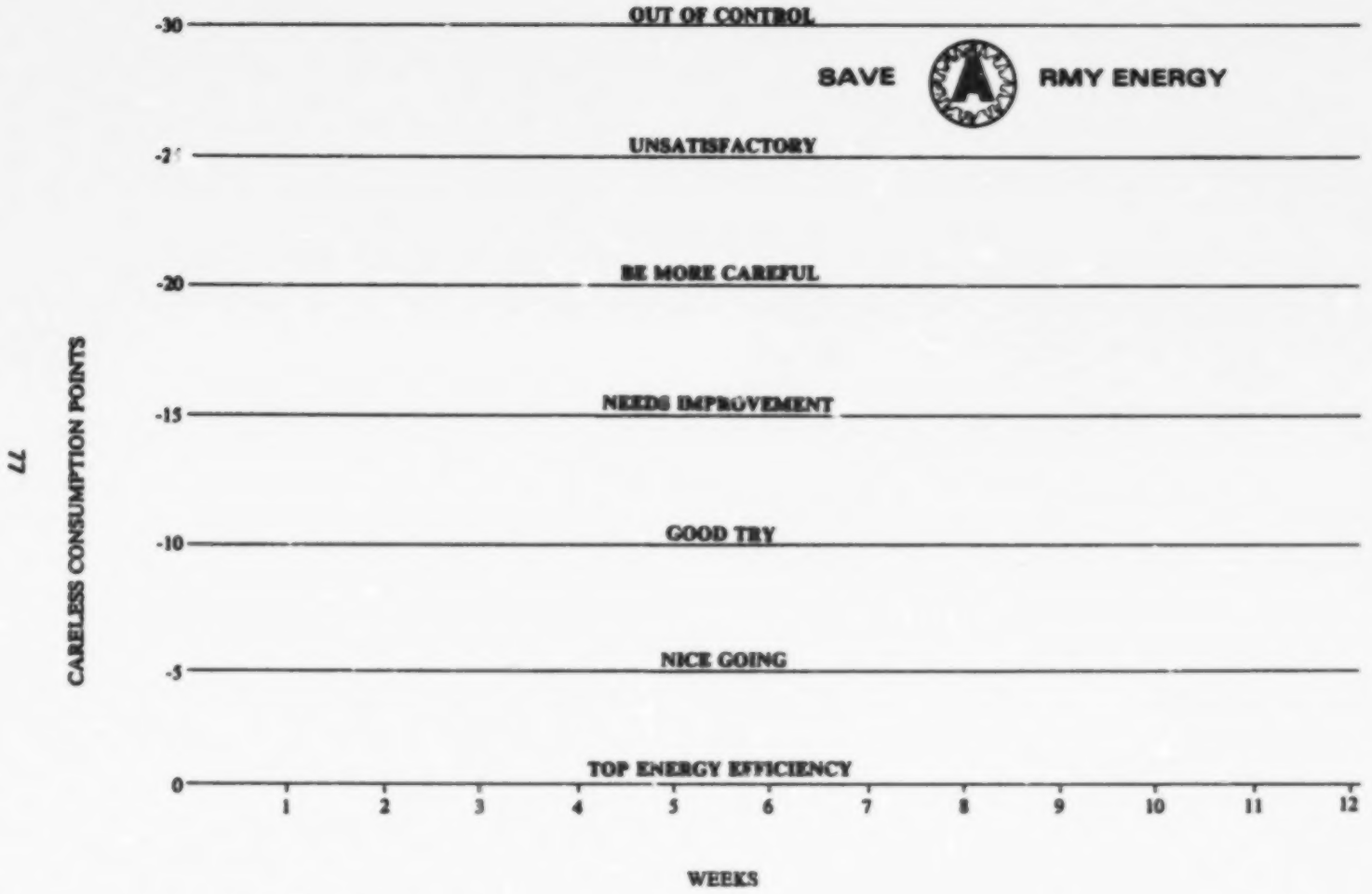
Checklist Item	Location	Date/Time	Remarks
Lights left on in unoccupied area			
Equipment left running when not in use			
Personal heaters/coffee pots in use			
Exterior doors left open			
Leaky faucets			
Unused areas and rooms not closed off			
Air-conditioners left running after hours			
Air-contitioning or heating vents obstructed			
Motor vehicle engines left running			
Broken windows/doors			
Windows left open			
Lights in use when daylight is sufficient			
Exterior lights on in daytime			
Light levels too high in corridors, stairwells, etc.			
Room temperature too high (winter)			
Room temperature too low (summer)			
Thermostat damaged			

75

SAMPLE—ENERGY CONSERVATION INSPECTION LEDGER USED AT LITTLE ROCK AFB



SAMPLE—PROGRESS CHART FOR OFFICE ENERGY CONSUMPTION USED BY THE ARMY



CARELESS CONSUMPTION POINTS

-5 = 1 VIOLATION

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FILMS AND SLIDES

Films and slides are ideal for use in *Project: Save Energy*. Audiovisual materials can provide graphic and detailed exposure to a wide variety of topics on energy to all age groups and interests—children, ridesharing organizers, workshop attendees. There are many distributors who have energy films and other audiovisual materials, including general information on energy and the need for conservation as well as specific information—how to install insulation, how to build a solar greenhouse, the search for oil and gas, and ways to reduce the cost of driving and maintain safe driving habits, for instance. Some distributors charge a fee; others provide films and slide shows free of charge. Some distributors carry only one or two energy films; others—for example, U.S. Department of Energy and Modern Talking Picture Service—have large film libraries.

Consider developing a form letter to request catalogs (new films are made every year, so be sure to check with large distributors again even if you have an old catalog). Specify that you are interested in energy and energy-related topics.

After you have decided what films or slides to show and when, make sure you order early. Some films are very popular and may be difficult to obtain for the time you originally planned.

Plan to show the films several times over a 1- to 2-day period. As an Air Force sponsored film, personnel should know that it is conducted on department, not personal, time. But also plan to show films during lunch hours or extended coffee breaks, before scheduled base movies, and at training workshops and energy forums.

And, PUBLICIZE for maximum participation.

SOME DISTRIBUTORS OF ENERGY FILMS

Agency for Instructional Television
Box A
Bloomington, IN 47402

Alliance to Save Energy
1925 K Street, N.W.
Washington, DC 20006

American Gas Association
Film Service Library
1515 Wilson Boulevard
Arlington, VA 22209

American Institute of Architects
1735 New York Avenue, N.W.
Washington, DC 20006

American Petroleum Institute
2101 L Street, N.W.
Washington, DC 20037

Ashland Oil, Inc.
Audiovisuals Coordinator
P.O. Box 391
Ashland, KY 41101

Ashland Oil, Inc.
Community Relations Representative
P.O. Box 391
Ashland, KY 41101

Ashland Oil, Inc.
Librarian
P.O. Box 391
Ashland, KY 41101

Association Films, Inc.
866 Third Avenue
New York, NY 10022

Association Instructional Materials
600 Grand Avenue
Ridgefield, NJ 07657

Audience Planners, Inc.
One Rockefeller Plaza
New York, NY 10020

Barr Films
Box 5667
3490 East Foothill Boulevard
Pasadena, CA 91107

Benchmark Films
145 Scarborough Road
Briarcliff Manor, NY 10510

BFA Educational Media
2211 Michigan Avenue
Santa Monica, CA 90406

Bolton Institute Film Library
4 Linden Square
Wellesley, MA 02181

Bonneville Power Administration
U.S. Department of Energy
Information Office
P.O. Box 3621
Portland, OR 97208

Boston University
Krasker Memorial Film Library
765 Commonwealth Avenue
Boston, MA 02215

Brooklyn Union Gas Company
Office of Public Relations
195 Montague Street
Brooklyn, NY 11201

Bullfrog Films, Inc.
Oley, PA 19547

Center for Energy Policy and Research
New York Institute of Technology
Old Westbury, NY 11568

Center for Humanities, Inc.
Two Holland Avenue
White Plains, NY 10603

Centron Films
1621 West 9th Street
Box 687
Lawrence, KS 66044

CertainTeed Products Corporation
Shelter Materials Communications Department
P.O. Box 860
Valley Forge, PA 19482

Chevron U.S.A., Inc.
Chevron Film Library
6290 Sunset Boulevard
Hollywood, CA 90028

Churchill Films
662 North Robertson Boulevard
Los Angeles, CA 90069

Conoco Inc.
High Ridge Park
Stamford, CT 06904

Consolidated Edison Company of New York
Office of Consumer Affairs
4 Irving Place
New York, NY 10003

Consumer Action Now (C.A.N.)
355 Lexington Avenue
New York, NY 10017

Consumers Power Company
212 West Michigan Avenue
Jackson, MI 49201

Danamar Film Productions
275 Kilby
Los Alamos, NM 87544

Dick Young Productions
118 Riverside Drive
New York, NY 10024

Document Associates, Inc., and
McGraw-Hill Films
110 15th Street
Del Mar, CA 92014

Duquesne Light Company
435 6th Avenue
Pittsburgh, PA 15219

Eagle Film Labs
4971 North Elston Street
Chicago, IL 60630

Encyclopaedia Britannica
Educational Corporation
425 North Michigan Avenue
Chicago, IL 60611

Films, Inc.
733 Green Bay Road
Wilmette, IL 60091

Florida Power Corporation
3201 34th Street South
St. Petersburg, FL 33733

Genessys Systems, Inc.
1121 East Meadow Drive
Palo Alto, CA 94303

Georgia Power Company
P.O. Box 4545
Atlanta, GA 30302

Glen Keye Films
100 East 21st Street
Brooklyn, NY 11226

Great Plains Instruction
TV Library
University of Nebraska
P.O. Box 80669
Lincoln, NE 68501

Green Mountain Post Films
P.O. Box 177
Montague, MA 01351

Griffin Productions
Pells Road
Rhinebeck, NY 12572

Hearst Metrotone News
235 East 45th Street
New York, NY 10017

James L. Ruhle and Associates
P.O. Box 4301
Fullerton, CA 92631

John Carnochan
Jon-Marc Productions
P.O. Box 374
Blacksburg, VA 24060

Kirby Brumfield Energy Productions
10003 S.W. 60th Street
Portland, OR 97219

Lifelong Learning
University Extension
University of California
Berkeley, CA 94720

Lumen-Bel, Inc.
303 West 11th Street
New York, NY 10014

Michigan State University
Instructional Media Center
East Lansing MI 48824

Modern Learning Aids
Division of Wood's Natural Science
P.O. Box 1712
Rochester, NY 14603

Modern Talking Pictures
Suite 4
2000 L Street, N.W.
Washington, DC 20036

Modern Talking Pictures
3370 Progress Drive
Cornwells Heights, PA 19020

Modern Talking Picture Service
Film Scheduling Center
5000 Park Street North
St. Petersburg, FL 33709

Montage Educational Films
7265 Santa Monica Boulevard
Hollywood, CA 90046

Monumental Films, Inc.
2160 Rockrose at Malen Avenue
Baltimore, MD 21211

National Film Board of Canada
1251 Avenue of the Americas
New York, NY 10020

National Geographic Society
17th and M Streets, N.W.
Washington, DC 20036

National Lumber and Building
Material Dealers Association
1990 M Street, N.W.
Washington, DC 20036

National Mineral Wool Association
382 Springfield Avenue
Summit, NJ 07901

National Solar Heating and Cooling
Information Center
% Chilton Company
Radnor, PA 19089

Owens-Corning Fiberglass Corporation
Fiberglass Tower
Toledo, OH 43659

Office of Counselor (Scientific)
Embassy of Australia
1601 Massachusetts Avenue, N.W.
Washington, DC 20036

Phoenix Films, Inc.
470 Park Avenue South
New York, NY 10016

Portland Cement Association
AV Library
5420 Old Orchard Road
Skokie, IL 60076

Projections, Inc.
Brook Road
Warren, VT 05764

Public Service Electric and Gas Company
Community Relations Department
80 Park Plaza
Newark, NJ 07101

Pyramid Films
P.O. Box 1048
Santa Monica, CA 90406

Ramsgate Films
704 Santa Monica Boulevard
Santa Monica, CA 90401

RHR Filmedia, Inc.
9 East 38th Street
New York, NY 10016

Screen News Digest
235 East 45th Street
New York, NY 10017

Self Reliance Foundation
Las Trampas, NM 87576

Solar Bookshop, TEA Inc.
Church Hill
Harrisville, NH 03450

Solar Engineering Magazine
8435 North Stemmons Freeway, Suite 880
Dallas, TX 75247

Stuart Finley
3428 Mansfield Road
Falls Church, VA 20041

Sutherland/Loreti Productions
5 Conrad Circle
Wenham, MA 01984

Time-Life Films Multimedia Division
100 Eisenhower Drive
Paramus, NJ 07652

Time-Life Multimedia Division
Time and Life Building
1271 Avenue of the Americas
New York, NY 10020

University of Arizona
Bureau of Audiovisual Services
Tucson, AZ 85721

University of California
Extension Media Center
Berkeley, CA 94720

University of Colorado
Educational Media Center
Boulder, CO 80309

University of Illinois
Visual Aids Service
1325 South Oak Street
Champaign, IL 61820

University of Iowa
Media Library
C-5 East Hall
Iowa City, IA 52240

University of Michigan
AV Education Center
416 Fourth Street
Ann Arbor, MI 48109

University of Minnesota
Audiovisual Library Service
Continuing Education and Extension
330 University Avenue, S.E.
Minneapolis, MN 55414

University of Southern California
Division of Cinema
Film Distribution Center
University Park
Los Angeles, CA 90007

University of South Florida
Education Resources
Tampa, FL 33620

University of Wisconsin
Audiovisual Center
1705 State Street
LaCrosse, WI 54601

U.S. Department of Commerce
Office of Energy Programs
Washington, DC 20230

U.S. Department of Energy
Film Library
P.O. Box 62
Oak Ridge, TN 37830

U.S. Department of Energy
Office of Public Affairs
Washington, DC 20461

U.S. Department of Interior
Water and Power Resource Service
Film Management Center
P.O. Box 25007, DFC
Denver, CO 80225

U.S. General Services Administration
National Audiovisual Center
Washington, DC 20409

Walter J. Klein, Ltd.
6301 Carmel Road
Box 220766
Charlotte, NC 28222

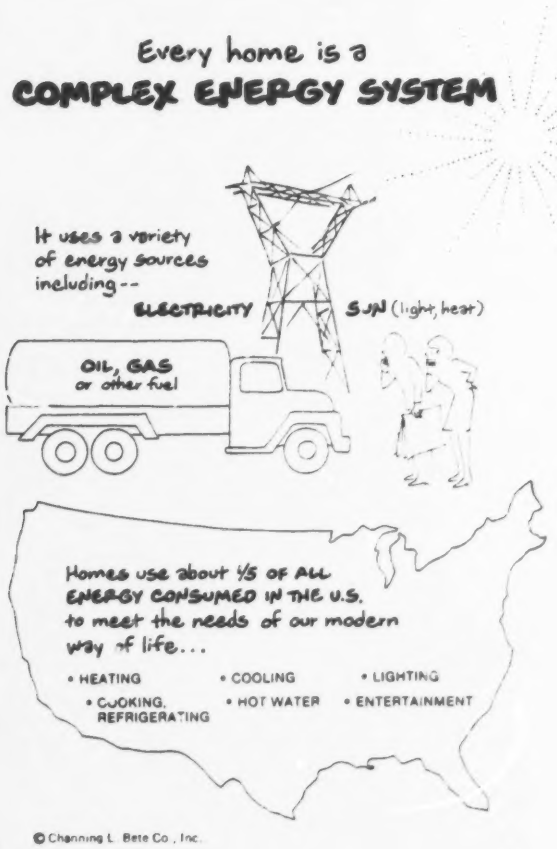
Xerox Education Films
245 Long Hill Road
Middletown, CT 06457

Xerox Education Publications
1260 Fairwood Avenue
P.O. Box 444
Columbus, OH 43216

HOUSING ENERGY CONSERVATION PROGRAMS

Energy consumption in family housing units can be reduced by correcting existing conditions that waste energy, making improvements that can save energy, and encouraging the occupants to help in the base's energy conservation effort by developing good energy habits.

Talk to the people at your base who are responsible for family housing. Are all the units in good energy shape? Consider conducting an energy


Every home is a
COMPLEX ENERGY SYSTEM
It uses a variety of energy sources including--
ELECTRICITY
SUN (light, heat)
OIL, GAS or other fuel
Homes use about 1/5 OF ALL ENERGY CONSUMED IN THE U.S. to meet the needs of our modern way of life...
• HEATING
• COOLING
• LIGHTING
• COOKING, REFRIGERATING
• HOT WATER
• ENTERTAINMENT
© Channing L. Bete Co., Inc.

SURVEYS

Computerized surveys are available for a small charge per survey from several companies around the country. Make such a survey available during Energy Awareness Week as part of a special display on housing. Most utility companies also have special programs to help people make their homes more energy efficient.

SOME OTHER IDEAS

Show a series of films on conserving energy at home. Among the distributors who have appropriate films are Brooklyn Union Gas Company; CertainTeed Products Corporation; Consolidated Edison Company of New York; Danamar Film Productions; Florida Power Corporation; Genessys Systems; Monumental Films, Inc.; National Mineral Wool Association; Owens-Corning Fiberglass Corporation; and Ramsgate Films. Addresses are provided in "Films and Slides."

Work with the base exchange on setting up special displays of energy-conserving appliances. They may even agree to have a special Energy Awareness Week sale

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KEEP WARM AND SAVE ENERGY

PLUG AIR LEAKS THROUGH SELF-HELP

survey to determine which units need to be more energy efficient. Such a survey covers such details as home size, type and condition of the heating and cooling system, and amount of insulation. Make the home energy survey forms available to personnel not living in military housing units so they too can make their homes more energy efficient.

Talk to the housing people about establishing a self-help program for occupants of military housing. Such a program would be aimed primarily at correcting sources of air leakage by caulking, weatherstripping, installing plastic window kits, etc. Your base might provide the materials and the housing occupants, the labor. Use workshops to instruct "how to."

To help people become more aware of what energy-conserving actions they are taking—and to give them some ideas about other actions they could take—distribute an energy conservation checklist to each housing unit. If you have a scout program, maybe they can help you out. Pick a distribution day. Advertise so that everyone will know that the scouts will be knocking on their door for energy. And, periodically during the year, publish appropriate parts of the checklist in the form of a quiz in the base newspaper. And, don't forget to let new residents know about your base's commitment to *Project: Save Energy*. Have the commander send them a special energy letter and include energy as a topic in any briefing for newly arrived dependents.

A lot of publications are available to help you help others conserve energy at home. Start with:

U.S. Department of Energy
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

U.S. Department of Housing
and Urban Development
Office of Policy Development and Research
451 7th Street, S.W.
Washington, DC 20590

Don't forget to check with local utility companies and state energy offices for special brochures, films, posters, energy surveys, or displays that they developed. Make these materials available at every opportunity. All of the energy activities you plan will be appropriate times to get your message across. The goal is to keep reminding people that their energy actions are important. The effort made by each individual to conserve energy in day-to-day activities makes a difference!

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SAMPLE—HOME ENERGY SURVEY USED BY THE NAVY

Location _____ Activity _____ House ID # _____

Date _____ Inspector _____

I. PHYSICAL DATA: (Check where applicable)

HOUSE TYPE: ☐ SINGLE STORY ☐ FLAT ROOF

☐ TWO STORY ☐ PEAKED ROOF

☐ MULTI STORY ATTIC: ☐ YES ☐ NO

☐ SINGLE DETACHED ☐ SLAB ON GRADE ROOF COLOR:

☐ TOWN HOUSE ☐ BASEMENT ☐ LIGHT

☐ APARTMENT ☐ RAISED FOOTING ☐ DARK

SIDING: ☐ WOOD **INDIVIDUAL METERING:**

☐ MASONRY GAS ☐ YES ☐ NO

☐ ASBESTOS OIL ☐ YES ☐ NO

☐ ALUMINUM ELECTRIC ☐ YES ☐ NO

☐ OTHER _____ WATER ☐ YES ☐ NO

Instructions for filling out form:

1. Use one page for each exterior wall. Identify as front, back, left, right, north, south, etc. . .

2. In the upper right hand corner, draw an elevation of the wall and indicate where windows and doors are located. Identify the windows with numbers 1, 2, 3, etc. and the doors with letters A, B, C, etc. . .

3. For each item list the size and check what work is required.

II. CONDITION OF WINDOWS AND DOORS

_____ WALL

WALL ELEVATION

WINDOW #1 SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM WINDOW

WINDOW #2 SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM WINDOW

WINDOW #3 SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM WINDOW

WINDOW #4 SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM WINDOW

WINDOW #5 SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM WINDOW

WINDOW #6 SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM WINDOW

DOOR #A SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM DOOR
- ☐ SILL WORK REQUIRED

DOOR #B SIZE _____
- ☐ CAULKING
- ☐ WEATHERSTRIPPING
- ☐ STORM DOOR
- ☐ SILL WORK REQUIRED

III. EXTERNAL OPENINGS

1. OUTSIDE FAUCET #1 — CAULKING REQUIRED ☐ YES ☐ NO

2 OUTSIDE FAUCET #2 — CAULKING REQUIRED ☐ YES ☐ NO

2. LOUVERS OR GRILLES (Indicate wall located on)

LOUVER #1 _____ WALL — CAULKING REQUIRED ☐ YES ☐ NO

LOUVER #2 _____ WALL — CAULKING REQUIRED ☐ YES ☐ NO

LOUVER #3 _____ WALL — CAULKING REQUIRED ☐ YES ☐ NO

3. SILL PLATE

FILLER REQUIRED ☐ YES ☐ NO — CAULKING REQUIRED ☐ YES ☐ NO

APPROXIMATE # OF FEET _____ — APPROXIMATE # OF FEET _____

IV. INSULATION (Indicate the amount of insulation existing and amount of additional requirements to meet minimum Dod criteria)

	INCHES EXISTING	INCHES ADDITIONAL REQUIREMENTS
1. CEILING OR ROOF	_____	_____
2. _____ WALL (identify)	_____	_____
3. _____ WALL	_____	_____

4. _____ WALL _____ _____

5. _____ WALL _____ _____

6. _____ WALL _____ _____

7. _____ WALL _____ _____

8. _____ INTERIOR WALL* _____ _____

9. _____ INTERIOR WALL* _____ _____

*ADJACENT TO UNCONDITIONED SPACE

V. INTERIOR CEILING OPENINGS

(For each item check off if work indicated is required)

1. ATTIC DOOR: ☐ WEATHERSTRIP ☐ CAULKING

2. CEILING LIGHT FIXTURES (describe location)

_____ LIGHT ☐ CAULKING _____ LIGHT ☐ CAULKING

_____ LIGHT ☐ CAULKING _____ LIGHT ☐ CAULKING

_____ LIGHT ☐ CAULKING

3. VENTS (indicate location)

_____ VENT ☐ CAULKING

_____ VENT ☐ CAULKING

_____ VENT ☐ CAULKING

VI. INTERIOR DOORS OR WINDOWS TO UNCONDITIONED SPACES (such as garages, sheds, and closed in porches)

Indicate the location of doors or windows and work required.

1. _____ LOCATION WINDOW #1
CAULKING ☐ WEATHERSTRIP ☐

2. _____ LOCATION WINDOW #2
CAULKING ☐ WEATHERSTRIP ☐

3. _____ LOCATION DOOR #A
CAULKING ☐ WEATHERSTRIP ☐
SILL WORK REQUIRED ☐

4. _____ LOCATION DOOR #B
CAULKING ☐ WEATHERSTRIP ☐
SILL WORK REQUIRED ☐

VII. MECHANICAL EQUIPMENT DATA

1. TYPE OF WATER HEATER

☐ OIL ☐ GAS ☐ ELECTRIC

TEMPERATURE SETTING _____°F

CONDITION OF BURNER/ELECTRODES

☐ POOR ☐ FAIR ☐ GOOD ☐ NEW

ACTION REQUIRED IF ANY _____

_____

_____

2. HEATING SYSTEM ☐ CENTRAL ☐ INDIVIDUAL

TYPE: ☐ STEAM ☐ HOT WATER ☐ HOT AIR

FUEL: ☐ GAS ☐ OIL ☐ COAL ☐ OTHER _____

DISTRIBUTION: ☐ RADIATORS ☐ BASEBOARD ☐ DUCTWORK

a) RADIATORS (indicate work required and identify location)

CONTROL VALVE _____

CONTROL VALVE _____

CONTROL VALVE _____

b) BASEBOARD (indicate work required and identify location)

CONTROL VALVE _____

CONTROL VALVE _____

CONTROL VALVE _____

c) DUCTWORK (indicate inoperable registers and identify location)

REGISTER _____

REGISTER _____

REGISTER _____

d) CONDITION OF DUCTWORK

JOINTS SEALED WITH DUCT TAPE ☐ YES ☐ NO

NUMBER JOINTS REQUIRING DUCT TAPE _____

DUCT IN UNCONDITIONED SPACES INSULATED ☐ YES ☐ NO

FEET OF INSULATION REQUIRED _____

e. STEAM AND HEATING WATER PIPING (indicate pipe lacking insulation and location)

_____

_____

_____

f) CONDITION OF INDIVIDUAL HEATING PLANT

☐ POOR ☐ FAIR ☐ GOOD ☐ NEW

ACTION REQUIRED, IF ANY _____

_____

_____

_____

g) PLUMBING SYSTEM (indicate any leaks, or faulty valves and location)

_____

_____

_____

SELF-HELP KIT – WEATHERSTRIPPING

WHY? To reduce the infiltration of cold air and save fuel.

HOW MUCH? The infiltration of cold air accounts for approximately 40 percent of the heating costs.

WHERE? Around doors, double hung windows (it is not practical around casement-type windows), appliance ventilation openings (dryers, exhaust fans, etc.), and internal doors where areas are closed off from the rest of the house (like laundry area, basement doors, etc.)

APPROXIMATE QUANTITY PER WINDOW: 16 feet

TOOLS REQUIRED: Scissors or knife

INSTRUCTIONS: Attached

WEATHERSTRIPPING INSTRUCTIONS

1. Surfaces where the weatherstripping is to be applied *MUST* be clean; otherwise the adhesive will not stick.

2. Weatherstripping is *usually* installed *inside* because of ease of installation and removal as well as ease of cleaning surfaces; however, it *may be* installed *outside* if preferred.

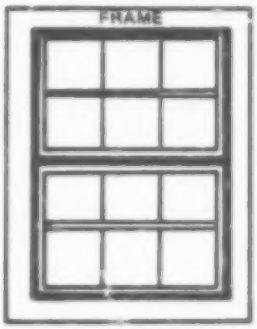
3. Install around inside of frame and across the opening between windows as shown in Figure 1.

4. Install around inside of door frame as shown in Figure 2.

5. It is recommended that a rug be pushed up against the bottom of the door to reduce air infiltration from this area.

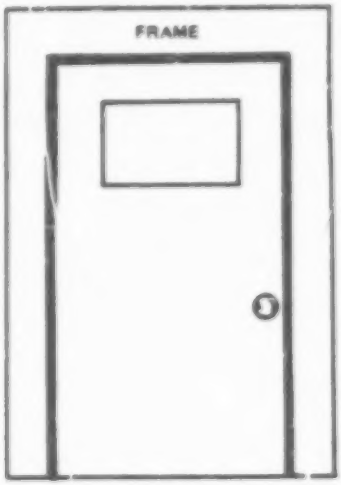
6. Install around all other openings such as: appliance ventilation openings (dryers, exhaust fans, etc.), and internal doors where areas are closed off from the rest of the house (like laundry area, basement doors, etc.) in a similar manner.

NOTE: Adhesive side of stripping should be towards the frame for both windows and doors



Weatherstripping

Figure 1 - window weatherstripping.



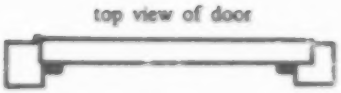


Figure 2
Door weatherstripping locations

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SELF-HELP KIT – ROPE PUTTY

WHY? To reduce the infiltration of cold air and save fuel.

HOW MUCH? The infiltration of cold air accounts for 40 percent of heating costs. Window leakage contributes significantly to this problem.

WHERE? Around window panes and door glass where putty has cracked and aged.

AMOUNT NEEDED PER UNIT: Depends on the number and condition of windows. Please see the instruction sheet. Check your Housing Manager for availability of supplies.

TOOLS REQUIRED: Chisel for removing, putty knife for replacing.

INSTRUCTIONS: Attached

ROPE PUTTY INSTALLATION INSTRUCTIONS

1. Survey your house and determine how many windows have cracked putty.

2. Determine the number of feet required of replacement putty by adding the total feet needed for each window as shown in Figure 1. Then add the feet needed for all windows together to obtain the total feet of putty required for the house.

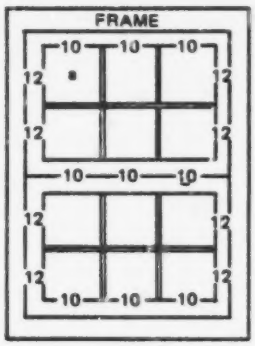


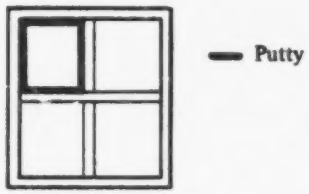
Figure 1

Pane "a" if all bad, would require 10 inches at the top, 10 inches at the bottom and 12 inches on either side for a total of 44 inches of putty.

The entire window would require (since all 12 panes are the same size as "a") 12 times 44 inches or 528 inches of putty. 528 inches divided by 12 inches per foot gives 44 feet of putty for this single window.

NOTE: It is unlikely that all panes in all windows will need reputtying. Check carefully.

3. Putty is usually on the outside of the window. Remove old putty carefully with a chisel and small hammer using short gentle blows. *NEVER STRIKE HARD* - the glass will break. A typical part of a window is shown in Figure 2.



Front view of window

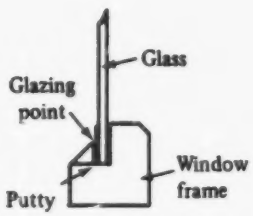


Figure 2
Cut-away view of window glass and putty

There are small triangular nails called "glazing points" which hold the glass against the wood backing. If you knock these out, put them back in or use a small finishing nail. Use some instrument such as a nail set to avoid hitting the glass with the hammer and be *very* gentle.

4. Clean all of the old putty away before installing the new.

5. Install the putty from the roll against the glass and press with fingers or a putty knife to get an air-tight fit.

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House: The Shell	yes	no
1. Are plants properly located around the house to provide a break against wind and shade against unwanted sun?		
2. Are drapes and furniture located so they do not obstruct heating, air-conditioning or ventilation?		
3. Are draperies insulated?		
4. Do draperies fit snugly around the window?		
5. Are exterior house doors closed quickly after use?		
6. Are lights and appliances turned off after use?		
7. Do you have storm windows and doors?		
8. Are all doors and windows properly caulked and weatherstripped?		
9. Are draperies and shades closed at night and on cloudy, windy days during the heating season?		
10. Are draperies opened to admit sunlight on sunny days in the heating season?		
11. Are draperies and shades closed on sunny days during the cooling season?		
12. Is the attic ventilated?		
13. Is the attic insulated to 6-8"?		
14. Are the walls insulated?		
15. Do floors exposed to unheated or cooled air have from 2-3½" of insulation?		
16. Is the fireplace damper closed when not in use?		
17. Is the den, gameroom or family room oriented to the south?		
18. Is the house shaded from the western sun?		

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	yes	no
19. Does your home have window area equivalent to 10% or less of its square footage?		
20. Is your home sealed from drafts? Is it free from cracks and holes?		
21. Does your home have fluorescent lighting where appropriate?		
22. Does your home have wall-to-wall carpeting?		
23. Do all windows have drapery, shades, blinds, shutters or other covering?		
Environmental Control		
24. Are ducts, radiators or air-conditioners closed off in unused rooms or closets?		
25. Are hot water pipes insulated in unheated and uncooled spaces?		
26. Are air ducts insulated in unheated and uncooled spaces?		
27. Is the thermostat set at 65°F or below during the heating season?		
28. Is the thermostat set at 78°F or above during the cooling season?		
29. Are heating and cooling filters clean?		
30. Is the thermostat turned back at night?		
31. Are windows and doors tightly closed while mechanically heating or cooling?		
32. Is an attic fan used in the summer?		
33. Do thermostats indicate correct temperature settings?		
34. Is an outside air-conditioning unit located on the shady (north) side of the house?		
35. Is the water heater insulated?		
36. Is the water heater temperature setting at 140°F or less?		

	yes	no
37. Is the air-conditioning unit properly sized for your needs?		
38. Do you have a heat pump?		
39. Do you use natural ventilation as much as possible?		
40. Are radiators and other heating or cooling equipment clean and dust free?		
41. Is the water heater located in a heated space?		
Housing Selection		
42. If you live in an apartment, is it an "inside" apartment?		
43. If you live in a mobile home, does it have a "skirt"?		
44. If you live in an older home, have its plumbing, wiring, insulation and chimneys been checked by "experts"?		
Food		
45. Is the frost on the refrigerator and freezer less than ¼ inch thick?		
46. Is the refrigerator set at $40^{o}F$?		
47. Is the freezer set a $0^{o}F$?		
48. Are gaskets around refrigerators and freezers tight?		
49. Is the oven used to bake more than one food at a time?		
50. Is the gasket around ovens tight?		
51. Are frozen foods thawed completely before cooking?		
52. Is the cooking range turned off immediately after use?		

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	yes	no
53. Are dishes washed only when there is a full load?		
54. Are dishes allowed to air dry?		
55. Are appliances clean and dust free (particularly cooling coils)?		
56. Is the oven never used as a dryer or heater?		
57. Are flat bottom pots and pans used?		
58. Is a timer used to avoid over-cooking?		
59. Are pots covered during cooking?		
60. Is as little water as possible used during cooking?		
61. Is the heated dry cycle on the dishwasher not used?		
Clothing		
62. Does your family dress warmer in cool weather to avoid mechanical heating?		
63. Does your family dress cooler in warm weather to avoid mechanical cooling?		
64. Are clothes washed only when there is a full load?		
65. When washing, is cold or warm water used when possible?		
66. Are clothes line dried when possible?		
67. Are most of your family's clothes wash-and-wear, permanent press to avoid dry cleaning and ironing?		
68. Are clothes always rinsed with cold water?		
69. Is the washer located near the water heater?		
70. Is the dryer lint screen cleaned after each load?		

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Personal Care	yes	no
71. Do the members of your family take short showers or use only small amounts of water for tub baths?		
72. Are all water faucets repaired and not leaking?		
73. For washing, shaving or make-up is the lavatory filled rather than allowing water to run?		

Entertainment		
74. Are entertainment devices turned off when not in use?		
75. Do members of your family try to entertain themselves rather than rely on devices?		

--If you answered with 65 or more yes's, you are truly an energy conserver and will make a good conservation advocate.

--If you answered with 55 to 65 yes's, you are energy conscious but lack will-power or drive.

--If you answered with 45 to 54 yes's, you are wasting energy but with minor changes could make a conserver.

--If you answered with 35 to 44 yes's, you are an energy waster and should make an all-out effort to reform!

--If you answered with less than 35 yes's, you are making an effort to waste energy and should consider the long range and immediate effects!!

SAMPLE—LETTER TO NEW FAMILY HOUSING RESIDENTS AT LITTLE ROCK AFB

SUBJECT Energy Conservation In Family Housing

TO New Family Housing Residents

1. Welcome to Little Rock AFB Family Housing. We are very proud of our housing and we hope that you will be also. Hopefully, this pride will be a motivator in helping you save utilities. As a resident of family housing, a portion of your BAQ is used to reimburse the base for your utilities. Basically your utilities are free to you and your usage is at your descretion, but it is assumed that you will use them in a responsible manner.

2. Little Rock AFB is totally committed to our nation's energy conservation efforts. In order to meet our conservation goals it is imperative that we have the support of all of our housing residents, since housing uses the largest chunk of utilities on base.

3. Since the attainment of our conservation goals is so greatly influenced by housing, we have concentrated a great deal of our efforts in this area. Some of these efforts have been:

a. Installation of a max-min thermostat. This is a special thermostat that limits the range of temperatures that can be achieved in heating and cooling. There is sufficient flexibility in this range to allow for personal comfort and at the same time save energy. It should be noted here that the cost of replacement of these thermostats is seventy dollars. These thermostats are very fragile and even the slightest tampering can cause damage.

b. Stormwindows. We have spent over $400,000 installing new stormwindows in all housing. Stormwindows do save energy, but only if used properly. Insure that both the interior window and the stormwindow are closed when the heating or cooling unit is in operation. Also, during the mild months, outside air should be used whenever possible. Just remember to close your windows again when heating or cooling is required.

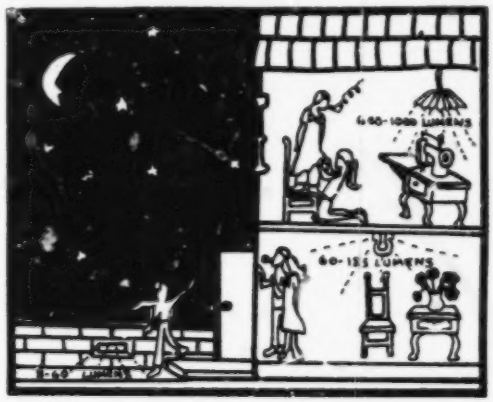
c. Insulation, siding and caulking. All of these energy saving features have been applied.

4. As you can see, the base has made a major effort to save energy in housing. There are many things you can do to help. Some of them are conserving hot water, using your clothes line whenever possible, turning off outside lights when not needed, and setting your thermostat to a maximum of 68 degrees for heating and a minimum of 78 degrees for cooling.

5. I solicit your help in saving energy. Without your help, we cannot achieve our goals nor can this country become energy independent. Utilities in housing are now free but they may not always be. Start developing your conservation habits now and don't abuse your family housing privilege.

NIGHT LIGHTING AUDIT

Facility energy conservation inspections generally involve only energy violations during duty hours. To fill the void, establish an audit committee to verify the base's actual night lighting requirements. The committee might include personnel from civil engineering, base operations, maintenance quality control, security police, and safety. Each quarter, the committee could inspect to determine the necessity of the night lighting observed. Safety, security, and mission needs are all considerations in making the determination. Functions with nonessential lighting should be notified and requested to justify the continued use of the lighting or conform to the committee's recommendation. The results of each quarterly audit should be briefed to the energy conservation task group. This program can be very effective in both saving energy and increasing awareness. It permits contact with more base personnel and gets them involved. It also gives your program more visibility.



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SAMPLE—LETTER ON NIGHT LIGHTING AUDIT

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 314 COMBAT SUPPORT GROUP (MAC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS 72076

REPLY TO
ATTN OF

SUBJECT Night Lighting Audit

TO 314 CSG/DEH

1. On 14 March 1979, the Night Lighting Audit Committee, a subcommittee of the Base Energy Conservation Committee, conducted the second quarter FY 79 night lighting audit. The purpose of these quarterly audits is to verify the night lighting requirements on base. The committee is composed of personnel from Civil Engineering, Base Operations, Maintenance Quality Control, Security Police, and Safety. In arriving at our recommendation; safety, security and mission essentiality are considered.

2. The following lighting was not considered essential by the committee and should be discontinued:

Bldg 1996, Housing Office, Remove or install switch on lamp facing bldg.

3. You should take one of the following two actions immediately:

a. Turn off lighting immediately.

b. Submit written justification to retain subject lighting to 314 CSG/DEEE not later than 20 April 1979, for reconsideration.

OTHER IDEAS

Publish energy quizzes in the base newspaper, or administer them on the spot during Energy Awareness Week and other special energy programs held during the year.

Publish a self-survey as a reminder that each individual should make an effort to save energy.

Establish an energy "hot line." The hot line telephone number can be a special one with knowledgeable people available to answer questions about energy and energy conservation techniques and provide useful booklets and brochures. Or, it can merely be a regular office telephone number of the energy conservation coordinator. It also is possible to announce an "energy-information-of-the-day" number which would have a prerecorded energy message or tip.

Talk to the base exchange about having a special sale of energy-saving products.

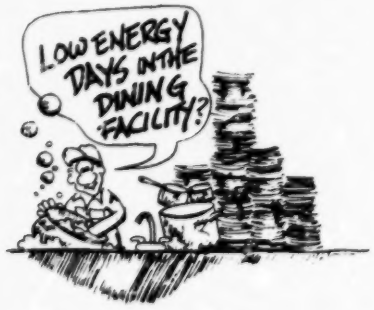
Get base clubs involved. A club at one Air Force base offered a candlelight dinner. Members were encouraged to turn down their home thermostats and turn off lights—then join everyone else at the club.

Establish special energy days:

- Turn-down-the-thermostat day.
- Wear-a-sweater day.
- Turn-off-the-light day.

Make energy items subjects for special inquiry by the inspector general.

Place energy-related road signs at major transportation points.



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SAMPLE—EMPLOYEE SELF-SURVEY

(Self-surveys should be brief or personnel will be reluctant to complete them.)

1. This week I remembered to turn off unneeded lights and office equipment.....(Check one)

   ☐ all of the time

   ☐ most of the time

   ☐ occasionally

   ☐ infrequently

   ☐ never

2. This week I participated in energy program activities or took advantage of program services.....(Check one)

   ☐ more than five times

   ☐ two or four times

   ☐ once

   ☐ not at all

3. I made an effort to conserve at home this week.....(Check one)

   ☐ yes

   ☐ no

4. I made an effort to conserve energy at the installation this week.....(Check one)

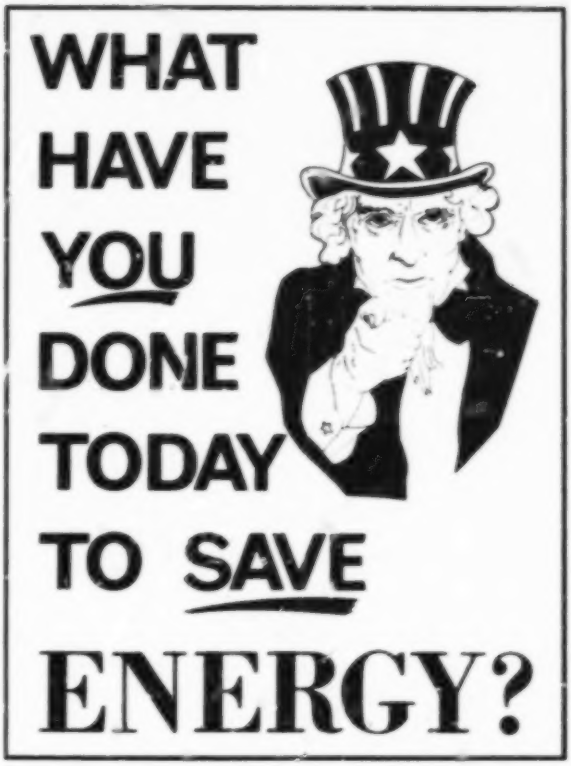
   ☐ yes

   ☐ no

POSTERS AND STICKERS

Use posters to announce events (such as the beginning of Energy Awareness Week and the times and locations of lectures and film presentations) and to present energy messages. Place posters in all allowable and usable locations, including bulletin boards and the main gate

STICKERS DEVELOPED BY CANADA'S OFFICE OF ENERGY CONSERVATION



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Use bumper stickers or other small stickers to communicate a simple energy message or idea. Stickers are particularly effective as reminders at the point of usage, departure, or high visibility (phone, doors, file cabinets, and light switches, for example).

Posters and stickers can be developed locally. Winning entries submitted in poster, slogan, and cartoon contests that you hold at the base will give you a good start. And, it's fun for the winners to see their work in public.

Posters and stickers also are available, usually free of charge, from a variety of organizations. Local utility companies often are good sources. Don't forget to check with the state energy office, too.

SOME ORGANIZATIONS THAT CAN PROVIDE POSTERS AND STICKERS

Atlantic Richfield Company
Energy Conservation
515 South Flower Street
Los Angeles, CA 90071

Edison Electric Institute
1111 19th Street, N.W.
Washington, DC 20036

General Telephone and Electronics Corporation
Office of Energy Conservation
One Stamford Forum
Stamford, CT 06904

Office of Energy Conservation
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario, Canada K1A OE4

Triangle Area Ridesharing
Triangle J Council of Governments
P.O. Box 12276
Research Triangle Park, NC 27709

U.S. Department of Energy
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

U.S. General Services Administration
Federal Facility Ridesharing Program
425 I Street, N.W.
Washington, DC 20406

NOT SO FAST

Slow down and save gas. EE ENERGY EFFICIENCY

BUMPER STICKER AVAILABLE FROM U.S. DEPARTMENT OF ENERGY

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RECYCLING CAMPAIGNS

A recycling campaign is a good way to emphasize saving energy and money by collecting recyclable aluminum, newspapers, and used oil. During Energy Awareness Week plan a special recycle day to "kick off" the year's recycling campaign. Plan a competition among teams comprised of any combination of people—carpools, departments, bowling teams, floors, or wings, for example. Any number of teams can play, and the greater the competition, the higher the energy savings. Decide on what constitutes a winner—the largest number of cans? the most pounds of newspapers? the most gallons of used oil? Award a prize to the winning team—perhaps the afternoon off for all team members.

Maintain the recycling campaign as part of the ongoing energy conservation program at your installation. Consider continuing the team competition to make this energy-saving activity more interesting. Establish a time limit of 1 to 3 months, with progress reports each month for a 3-month competition. Team "A" can challenge Team "B" and any additional number who want to play; or, if they can elicit no competition, challenge the existing record for recycling. A prize should be awarded to maintain interest. One idea is a "traveling" trophy made of paper or some other product collected for recycling. If the trophy is sufficiently funny, it should elicit continued interest among the various teams. Recognition of the recycling goals accomplished and the winning of the trophy should be communicated through the base newspaper.

When organizing your recycling campaign, don't forget to:

- Select specific recyclable products for collection.
- Select collection sites.
- Develop guidelines for recycling campaign collection days.
- Procure necessary storage space and materials.
- Arrange with dealers or civic organizations for periodic pickup of recyclables.
- Prepare registration forms to keep a record of contributors.
- Arrange for volunteers to oversee the collection sites.
- Arrange for cleanup of the collection sites at the end of each collection day.
- Prepare and distribute letters of appreciation to volunteer workers.

ANOTHER RECYCLING IDEA

Organize an annual yard sale for buying and trading unwanted items like clothes, toys, tools, and furniture. Sellers can earn money for items they might otherwise have thrown away; buyers can save money by recycling. Select a site and decide on a date and time (if the yard sale is to be outside, plan a rain date). Charge each participant a small space-rental fee. If you can make tables available, also charge a small table-rental fee for participants who don't wish to bring their own tables. The fees should cover any costs (publicity, for example); any money remaining can be added to the pot for prizes in other energy awareness activities. Don't forget to set up a display or special table to provide energy booklets, etc. This is another good opportunity to emphasize the need to conserve energy and provide information on how individuals can help.

And, most important: PUBLICIZE! Prepare news releases, publish maps to the collection sites, distribute bumper stickers about recycling—make sure *everybody* knows about the recycling campaign.

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SAMPLE—RECYCLING CAMPAIGNS CHAIRMAN CHECKLIST USED BY THE ARMY

Ten Weeks Before Recycling Campaigns:

☐ Finalize organizing subcommittee structure

☐ Select time and date for the first collection day of the recycling campaigns during the Energy Awarenes Week

☐ Select and secure permanent collection sites that are centrally located and easily accessible for the recycling campaigns

☐ Select products for collection: newspapers, aluminum cans, wasted oil

☐ Arrange with local dealers or civic associations for the periodic pick up of recyclables (minimum of once per month)

☐ Begin design of promotional plan with Public Affairs Officer

Eight Weeks Before Recycling Campaigns:

☐ Recycling Campaigns Chairman holds subcommittee meeting

☐ Place promotional plan into operation

☐ Recruit workers for registration and other collection site assignments

☐ Recruit assistance from local organizations, e.g., Boy Scout and Girl Scout groups

☐ Recycling Campaigns Chairman meets with Director of Industrial Operations to discuss collection and storage materials and to order all necessary supplies

Seven Weeks Before Recycling Campaigns:

☐ Recycling Campaigns Chairman meets with Energy Coordinator to discuss progress

Six Weeks Before Recycling Campaigns:

☐ Recycling Campaigns Chairman holds subcommittee meeting

☐ Chairman holds initial planning meeting with volunteers to define task responsibilities for each volunteer. Decide which recyclable products your installation will collect. Prepare a three-month schedule for weekend collections and periodic pickups of recyclables (minimum of once per month). Rotating teams of 4 to 6 volunteers per collection site should be used

☐ Chairman contacts Public Affairs Officer and editor to discuss publicity and scheduled notices for collection days

Five Weeks Before Recycling Campaigns:

☐ Recycling Campaigns Chairman meets with Energy Coordinator to discuss progress

☐ Collection notice and guidelines distributed in installation newspaper for the recycling campaign

Four Weeks Before Recycling Campaigns:

☐ Recycling Campaigns Chairman holds subcommittee meeting

SAMPLE—RECYCLING CAMPAIGNS CHAIRMAN CHECKLIST USED BY THE ARMY (Cont'd)

Three Weeks Before Recycling Campaigns:

☐ Recycling Campaigns Chairman meets with Energy Coordinator to discuss progress

☐ Public Affairs Officer works with media on event coverage

Two Weeks Before Recycling Campaigns:

☐ Recycling Campaigns Chairman meets with volunteers to finalize collection site assignments and task responsibilities

☐ Collection notices and guidelines again distributed in installation newspaper

One Week Before Recycling Campaigns:

☐ Recycling Campaigns Chairman holds final subcommittee meeting

☐ Pre-event media coverage begins

One Day Before Recycling Campaigns:

☐ Required collection and storage materials set up at collection sites

Recycling Campaign Collection Days (the first day to be held during Energy Awareness Week): See Recycling Campaigns Collection Day Guidelines.

One Day After the First Recycling Campaigns Collection Day:

☐ Public Affairs Officer informs all media of the potential energy saving resulting from the first day of recycling campaigns

Within One Week After the First Recycling Campaigns Collection Day:

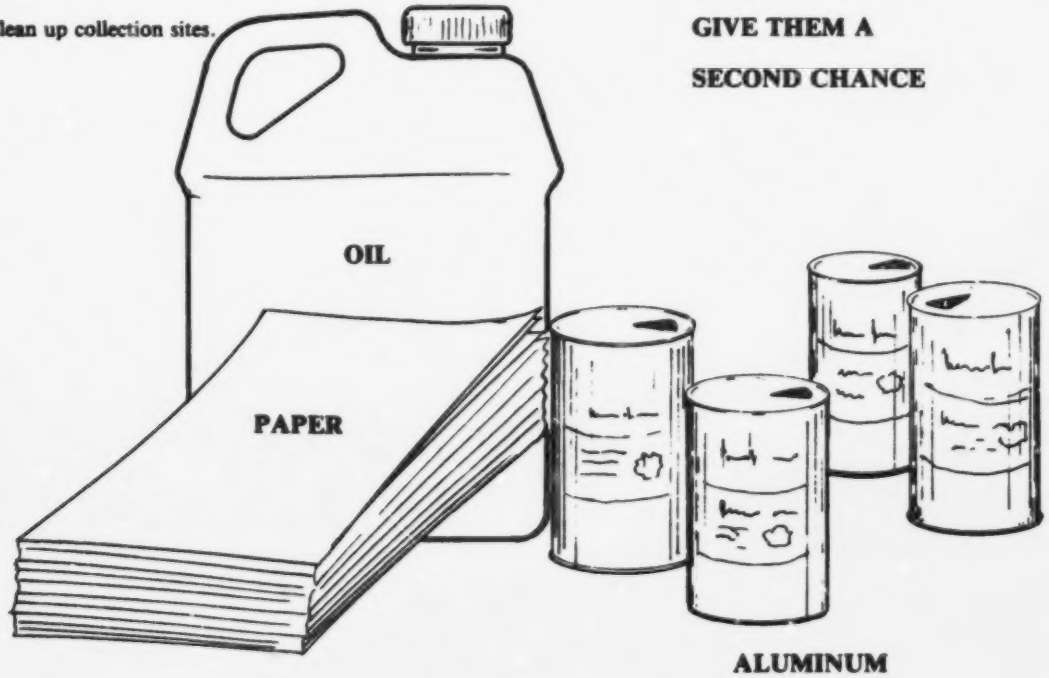
☐ Names of contributors should be published in the installation newspaper giving them recognition for their support of the program

Within Two Weeks After the First Recycling Campaigns Collection Day:

☐ Public Affairs Officer and Recycling Campaigns Chairman send letters of appreciation to volunteers and request their continued participation to maintain the recycling campaigns as an ongoing energy conservation program for your installation

SAMPLE—RECYCLING CAMPAIGNS COLLECTION DAY GUIDELINES USED BY THE ARMY

1. Collection sites ready one hour before contributors arrive.
2. Four to six volunteers should be available at each collection site.
3. Encourage people to prepare materials before contributing:
   - Requirements should be printed in the collection notice for your installation newspaper and on publicity flyers.
   - Rinse and flatten aluminum cans.
   - Newspapers should be tied securely in bundles approximately ten to twelve inches high. Magazines must be excluded. Fire insurance is especially important for an indoor newspaper collection site.
4. Have containers at the collection sites. Use 4-ply bags, large cartons, metal or cardboard drums. Fifty-five gallon drums can be obtained from service stations. Mark the cleaned drums with the slogan.
5. Keep weight records of cans collected (20 aluminum cans/lb.).
6. Keep records of contributors to be published in your installation newspaper after each collection day, giving them recognition for their support.
7. The cost of trucking materials to scrap dealers should be covered by the scrap value.
8. Energy awareness literature should be available at each collection site.
9. Remove all materials from the collection sites and arrange for returning them to the Director of Industrial Operations.
10. Clean up collection sites.



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RUN FOR ENERGY

Running is a very popular activity. Take advantage of this, and organize a Run for Energy. How does a Run for Energy save energy? It doesn't. But, it is a fantastic way to generate publicity about the Air Force's efforts to encourage everyone to conserve energy. And, it is a way to let people know that the Air Force has a good program and that we are doing our share in saving our nation's energy.

Little Rock AFB had a 10,000 meter Energy Conservation Run. Each runner was charged an entry fee of $5, which was used to purchase t-shirts and trophies. The remaining funds were donated to the Little Rock AFB Combined Federal Campaign.

Your program cannot have too much publicity—before the event to attract as many entrants as possible, and during and after the event to expose people to the Air Force's energy conservation effort. Use base and local newspapers and, if possible, local television to get maximum publicity.

An event like this can perpetuate itself. It can become an annual event and will fit nicely into your package of ongoing programs. And, the second annual event should be easier to run since you have probably worked the bugs out the first year and because you have established yourself with the public. In fact, they will probably be looking forward to your next one.

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SAMPLE—ANNOUNCEMENT AND REGISTRATION FORM USED AT LITTLE ROCK AFB ENERGY CONSERVATION RUN

LITTLE ROCK AFB FIRST ANNUAL

ENERGY CONSERVATION RUN

10,000 Meters (6.25 mi) AAU Certified

TIME & DATE--------- Saturday, 23 June 1979, 0800

REGISTRATION ------- Entry Fee $5.00, Advanced Registration Suggested

AGE GROUPS ---------	Women	0-19	20-29	30-39	40-49	50-over
	Men	0-19	20-29	30-39	40-49	50-over

PRE-RACE REGISTRATION: 0700-0745, Little Rock AFB Gymnasium

23 June 1979

SPONSORED BY LITTLE ROCK AFB ENERGY CONSERVATION COMMITTEE. PROCEEDS WILL BE DONATED TO THE 1979 LITTLE ROCK AFB COMBINED FEDERAL CAMPAIGN

Aid Station - Split Times - Policed Route - First Aid Provided

SAVE ENERGY, RUN !!!!!

For Information, contact

REGISTRATION FORM

NAME _____ AGE GROUP_____

I hereby release the U. S. Air Force and any sponsors and persons involved for any damages or injuries received during or arising out of participation in the run and also state that I am physically competent to run in this event.

Make Check Payable To: Mail Check To:

LRAFB Energy Conservation Run

_____
Entrant's Signature
(Parent or guardian if under 18 years of age.)

SCOUTS

Almost every base with dependents has some scouting activity. And, both the Girl Scouts and Boy Scouts have energy programs. For example, the Boy Scouts of America have prepared a complete energy education and conservation package for use by scout packs, troops, and posts. Each level has a complete program that is readily adaptable to the scouting program on your base.

Girl Scouts of the U.S.A.
Headquarters
New York Field Center, 9th Floor
830 3rd Avenue
New York, NY 10022

Boy Scouts of America
National Office
North Brunswick, NJ 08902

Contact local scout leaders to find out about developing a scouting energy conservation program on your base. Write to scout headquarters to obtain information about their programs. Boy Scout literature discusses poster and speech contests, recycling, conservation at camp, energy gardens, home energy audits, energy use, energy forums, and much more. As in other energy programs, the field is wide oper One way you can help them is to act as a counselor and work with them to help them earn their energy badges. Your scouting programs can be some of your most rewarding both from an energy standpoint and from the fact that you are working with some fine young people. They are highly motivated and you can bet on outstanding results. They may also be able to help you in your programs on base. For example, the Boy Scouts helped out with the energy conservation program at Little Rock AFB by delivering energy pamphlets in the housing area and running aid stations during the Energy Conservation Run.

SUGGESTION PROGRAM

A program to encourage suggestions of ways to conserve energy at home or on the job can be an important part of *Project: Save Energy*. There are lots of talented people in the military community, and it's a good bet that some will have some great ideas to pass on. Some will suggest ways that individuals can conserve; others will have ideas that may result in considerable savings for the Air Force. So, everyone can benefit.

Make the energy conservation suggestion program a year-round effort incorporated as part of the Air Force's existing suggestion program. Procedures already established by the Air Force for suggestion programs are outlined in AFR 900-4. AFR 900-4 also includes program promotion and evaluation procedures. In this program, anyone whose suggestion results in savings for the Air Force is eligible for a cash award.

Don't forget to publicize the winning suggestions. And, mention any monetary award to entice more people to submit their suggestions. Also, energy savings and other accomplishments resulting from the suggestions can be announced in bulletins, in the base newspaper, etc. These efforts may also serve as a basis for a longer article or special Air Force brochure.

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WALK- OR BIKE-TO-WORK WEEK

To encourage people to save auto fuel and demonstrate that there are easy, and healthier, alternatives to getting into a car, organize a Walk- or Bike-to-Work Week. Choose a week when the weather can be expected to be especially nice—when people will want to be outside. Talk to the senior officials at your base to get their support and a commitment from them to walk or ride their bikes. Command-level involvement will encourage everyone to join the effort.

Make sure everyone knows about this special week. Publicize the benefits of walking or biking. Use posters and the base newspaper to let everyone know about the event well in advance so they can get their walking shoes polished and their bike chains oiled. For those who don't have bikes, see if there are any local businesses that rent bikes. Also, some families may have extra bikes that they would be willing to lend for the week.

Consider Walk- or Bike-to-Work Week another opportunity to let everyone know that the Air Force is doing its share to conserve energy. Take photos for inclusion in the base and local newspapers, and encourage coverage by local TV and radio stations.

BURN CALORIES, NOT GAS

RIDE A BICYCLE!

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WORKSHOPS

Workshops and cost-cutting clinics are an effective way to achieve immediate results by presenting material of lasting value. Plan a series of workshops to be held periodically throughout the year, making the workshop topics appropriate to the season. For example, in the fall, have a workshop on wood-heat-using precautions; in late spring, have a workshop on how to keep a house cool without air conditioning. Of course, many topics are appropriate at any time of the year.

Workshops for the handyman are especially popular. Other possible topics for "how to" sessions include:

- Energy-efficient cooking: how to use a crock pot.
- Creative recycling: how to make art out of trash.
- How to buy energy-efficient appliances and keep them efficient.
- How to tune a car for peak efficiency.

To organize your workshop program, first find out what local talent is available as instructors. Giving people in your military community an opportunity to teach their peers practical energy-saving skills accomplishes two important objectives. First, it provides the community with helpful, interesting information in an informal manner. Second, it reinforces good energy behavior on the part of the instructor, who will be regarded as a leader and role model in the future.

Solicit instructors for "how to" sessions by distributing memos, posting notices or posters on bulletin boards, placing articles in the base newspaper and club newsletters, or a combination of these methods. In phrasing the announcements, appeal to the employee's ego or better nature. For instance:

> "Do you know something about saving energy that the rest of us don't? Teach us your secrets! See for information on becoming a volunteer energy instructor."

Mention some possible topics in the announcements to spur ideas for other "how to" workshops. Also, consider soliciting ideas from potential workshop participants: "What would *you* like to know 'how to'?"

Meet with each instructor to decide *when* and *where* the workshop should be held. Consider having handyman workshops at the homes of volunteers who are willing to donate the use of their homes in exchange for a head start at energy savings. (This means you will need to solicit volunteers and probably provide maps for workshop participants.)

Decide *how many* participants can attend the workshop. For a handyman workshop in someone's home, the size of the group probably should be limited to six or eight people. But, for a workshop held in a club meeting room, many more people can participate. When deciding when, where, and how many, consider the nature of the workshop—is it best as a "hands on" experience or is it more of a lecture?

When you have answered the questions of when, where, and how many, PUBLICIZE. Include registration forms in newsletters and the base newspaper. Make sure everyone knows it is "first come, first served." Or, if some workshops generate a lot of interest, consider having more than one session.

Many workshops will require tools. For workshops where only one person at a time will be using the tools, the instructor probably will be willing

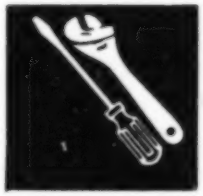
TYPICAL TASKS FOR HANDYMAN WORKSHOPS

Weatherize

Insulate walls and attic.
Plug holes around pipes and wires.
Install storm windows and doors.
Weatherstrip doors and windows.
Caulk around outdoor faucets and between cracks.
Replace worn-out caulking and weatherstripping.
Fit insulating gaskets behind electrical outlet faceplates.

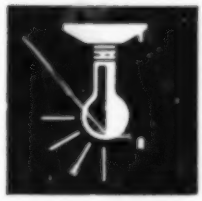
Save Water

Nip faucet drips.
Repair "running" toilets.
Install a shower flow limiter in showerhead.
Install water displacer in toilet tanks.



Practice Preventive Maintenance

Change furnace and air conditioner filters.
Insulate water heater.
Install attic ventilating fan.
Tune furnace.



Reduce Electrical Lighting

Install dimmer switches and timers.
Install fluorescent lights.
Reduce or eliminate unneeded light sources.

to use his own tools. For workshops in which all participants will need some tools, include a list of what the participants will need to bring with them to the workshop—when you publicize the workshop and when each participant is accepted. Talk to the base maintenance shops about borrowing tools for participants who forget or don't have tools available to them.

Some workshops will require supplies. To cover costs, consider charging a small registration fee. Or, maybe there's money in your budget? For a handyman's workshop at someone's home, the homeowner may be willing to provide the necessary supplies, such as weatherstripping, in exchange for the free labor. If the workshop is held at a base housing unit, you may be able to purchase supplies out of base funds. After all, a small outlay of money to weatherize and show others how to do it can result in large savings for the base. You might even be able to obtain enough money to supply each participant with the materials needed to go home and perform the same energy-saving tasks they learned how to do in the workshop.

At the end of the workshop, don't forget to clean up. And, consider awarding instructors an attractive certificate of participation in *Project: Save Energy*.

Don't forget to take photos during the workshops and write followup articles for the base newspaper. Consider this as one more opportunity to remind people that energy conservation is important and that each individual can do something about it.

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SAMPLE—HANDYMAN WORKSHOP CHAIRMAN CHECKLIST USED BY THE ARMY

Ten Weeks Before Workshop:

- ☐ Finalize organizing subcommittee structure
- ☐ Select time and date for the workshop during the Energy Awareness Week
- ☐ Select and secure demonstration sites for the workshop
- ☐ Select tasks for demonstration from the handyman workshop typical task list
- ☐ Begin design of promotional plan with Public Affairs Officer

Eight Weeks Before Workshop:

- ☐ Workshop Chairman holds subcommittee meeting
- ☐ Place promotional plan into operation
- ☐ Request handyman experts (1 for each 6-8 participants) participation for the workshop
- ☐ Recruit workers for registration and demonstration site assignments
- ☐ Workshop Chairman meets with Director of Industrial Operations to discuss workshop materials and order all necessary supplies

Seven Weeks Before Workshop:

- ☐ Workshop Chairman meets with Energy Coordinator to discuss progress.

Six Weeks Before Workshop:

- ☐ Workshop Chairman holds subcommittee meeting
- ☐ Workshop Chairman contacts Public Affairs Officer and editor to discuss publicity and participant registration
- ☐ Workshop Chairman holds initial planning meeting with handyman experts to define task responsibilities for each handyman according to their areas of expertise and to decide whether your installation will have a half-day or full-day workshop

Five Weeks Before Workshop:

- ☐ Workshop Chairman meets with Energy Coordinator to discuss progress
- ☐ Registration forms distributed in installation newspaper for the workshop

Four Weeks Before Workshop:

- ☐ Workshop Chairman holds subcommittee meeting
- ☐ Workshop Chairman meets with handyman experts, model homes hosts, and volunteer workers to discuss the specific requirements of the tasks to be demonstrated. Assignment of handymen to model home demonstration sites and to types of demonstration tasks should be made

SAMPLE—HANDYMAN WORKSHOP CHAIRMAN CHECKLIST USED BY THE ARMY (Cont'd)

Three Weeks Before Workshop:

☐ Workshop Chairman meets with Energy Coordinator to discuss progress

☐ Public Affairs Officer works with media on event coverage

☐ Registration forms again distributed in installation newspaper

☐ Registrar begins accepting registration entries

Two Weeks Before Workshop:

☐ Workshop Chairman meets with handyman experts for the workshop to discuss progress for their demonstrations and assign preliminary work groups based on registration preferences

One Week Before Workshop:

☐ Workshop Chairman holds final subcommittee meeting

☐ Deadline for workshop entry registration

☐ Pre-event media coverage begins

One Day Before Workshop:

☐ Required demonstration materials set up at demonstration sites

Workshop Demonstration Day (to be held during Energy Awareness Week):

☐ Demonstration sites ready one hour before participants arrive

☐ One volunteer should be available at each demonstration site

☐ Energy awareness literature should be available at each demonstration site

☐ Remove all tools and materials from the demonstration sites and arrange for returning them to the Director of Industrial Operations

☐ Clean-up of work areas in each model home

One Day After Workshop:

☐ Public Affairs Officer informs all media of the potential energy savings resulting from the handyman workshop

Within One Week After Workshop:

☐ Displays removed from display sites

☐ Participation certificates are mailed out

Within Two Weeks After Workshop:

☐ Public Affairs Officer and Workshop Chairman send thank-you letters to volunteers and handyman experts

SAMPLE—HANDYMAN EXPERT'S GUIDELINES USED BY THE ARMY

You have agreed to act as a technical expert for the Army-sponsored Handyman Workshop. As a handyman expert, you will demonstrate many do-it-yourself energy conservation tasks to workgroups of six to eight interested people from your installation. In this way, the workshop allows you to pass on to others many of the useful hints about household maintenance that you know. The highlights of your responsibilities follow.

1. PLAN

   - Meet with Workshop Committee to select specific tasks for demonstration from the typical task list, which is provided.
   - Obtain the list of demonstration sites that the Workshop Chairman has selected. (These sites are the homes of volunteers who are willing to donate the use of their homes in exchange for a headstart at energy savings.)

2. PREPARE

   - Provide all of the individual task requirements as called out on the sample handyman worksheets.
   - Determine the sequence of tasks, but be prepared to readjust your schedule if you need to.

3. DELIVER

   - Be well organized and ready for the participants **before** they are scheduled to arrive.
   - Try to provide "hands-on" experience for each participant in at least one task.
   - Pace yourself with the workgroup through feedback, e.g., "too fast"; "speed up."
   - Break for about 10-15 minutes between tasks to give the participants time to review the task that you've just finished and reorient themselves for the next task.
   - Encourage questions to eliminate misunderstanding and to make the participants feel confident that they could go home and perform the same energy-saving tasks.

SAMPLE—HANDYMAN'S WORKSHEET USED BY THE ARMY

Task Title: _____

Preliminary Task Requirements:

Tools: List and describe proper hand tools, e.g., recommend the use of insulated pliers on electrical items.

Parts: Specify all parts required for task performance and where they can be obtained.

Materials: Describe any necessary materials and state the required conditions of the items, e.g., clean soft rag or mild detergent.

Safety Precautions: Emphasize the necessity of observing safety precautions, e.g., always turn off circuit breakers before working on electrical wires.

Sympton Recognition: Point out any cues that there may be a problem, e.g., yellow flame from gas furnace is a sign of inefficiency.

Task Steps:

1. Describe and perform step-by-step task procedures, breaking the total task down into meaningful c[illegible]at parts that are easy to follow. Be sure to position yourself so that the partici[illegible]ants can see what you are [illegible]ry to let each participant assist you in at least one task.

2.

3.

4.

Followup/Checkout Procedures:

Indicate and perform any followup or checkout procedures required to insure that the task has been performed correctly.

EVALUATION

There's no point in throwing good money after bad. So, find out which programs are successful and which aren't. Has the program succeeded in reducing the installation's energy use? Has the program succeeded in developing the proper energy-conservation attitudes among base personnel? You can answer the first question by evaluating energy use data for your base. While it may be difficult (or impossible) to determine whether energy savings are due to energy awareness programs or to ongoing energy conservation programs instituted at your base, it may be possible for you to identify some specific areas where energy awareness has helped, as well as areas where additional effort should be made.

The second question is not as easy to answer. However, one way to get an idea is to conduct a survey to find out if individuals have changed their behavior. Don't forget to ask for suggestions of ways to improve your programs. Of course, sometimes the question is easy to answer; a simple head count at a promotional program will tell you whether or not it is successful.

Examine your program's organization and activities, too, to determine where improvements are possible. There are several questions you should consider:

- Are there sufficient cooperation and coordination between energy awareness program personnel and the personnel of other energy programs? If not, what can be done to improve them?
- Are the program staff members and the various committees, subcommittees, and groups efficient and well-organized? If not, what can be done to improve the situation?
- Is there sufficient coordination between the program units with regard to planning and implementing activities? If not, how might it be improved?
- Is the staff large enough? Too large?
- Is the program budget sufficient?
- Are there program areas in which more funds are a necessity?
- Are there areas in which funds might be cut without damage to the program?

OTHER INDICATORS OF PROGRAM SUCCESS

What were the response rates this quarter for self-surveys and general program surveys?

What do the answers to these surveys indicate about the level of employee energy awareness this quarter?

What was the average number of energy violations recorded during each monitoring period this quarter?

Were the violations concentrated in any one category?

How many employees are participating in carpools, vanpools, or other ridesharing programs this quarter?

How many employees report walking, biking, or using mass transit to commute?

How many employees served as program volunteers this quarter?

What percentage of employees attended at least one program activity this quarter?

Were the program materials well received by the employees?

What were the primary themes of the employee suggestions offered this quarter?

- Has top management been kept informed and given many opportunities for program involvement?
- Does top management need to get more involved? Should information be directed to them to gain their support?
- Is there sufficient interaction with non-energy units or departments?

Changing any human behavior is not an easy matter, and energy consumption behavior is diverse. Moreover, most people learned their current patterns of energy consumption in a world where energy was regarded as plentiful and inexpensive. Even though most people have at least learned that energy is no longer inexpensive, old habits die slowly. Only with constant exposure to what people can do to improve the efficiency of their energy consumption habits do they gradually change. Learning requires repetition and positive changes require recognition. The ultimate reward, the change in behavior from energy wasteful to energy efficient is worthwhile. The benefits to the individual, to the Air Force, and to the economic condition of the country are profound.

SAMPLE—FOLLOW-UP EMPLOYEE SURVEY

(Follow-up survey should be brief or personnel will be reluctant to complete them.)

1. Have you heard of the Employee Awareness Program? ☐ Yes ☐ No
2. Do you believe that you use less energy at work than you did before the program began? ☐ Yes ☐ No
3. Do you believe that you use less energy at home than you did before the program began? ☐ Yes ☐ No
4. Has the energy conservation material assisted you in saving energy? ☐ Yes ☐ No
5. Have you learned any new conservation techniques since the program was introduced? ☐ Yes ☐ No
6. Do you turn off office lights and equipment when you leave your office for more than a few minutes? ☐ Yes ☐ No
7. Are you in a ridesharing program or do you use mass transit to get to and from work? ☐ Yes ☐ No
8. If you answered yes to the question above, have you joined the ridesharing program or started using mass transit to get to work since the start of the program? ☐ Yes ☐ No
9. Do you remind fellow employees to turn off lights and office equipment when they are not needed? ☐ Yes ☐ No
10. Do you use the blank side of old memos, etc., when you need scratch paper? ☐ Yes ☐ No
11. Do you participate in program activities regularly? ☐ Yes ☐ No
12. How can the energy awareness program be improved?

    _____

    _____

13. Would you like to help with the energy awareness program? ☐ Yes ☐ No
    If so, please sign your name here. _____

    telephone no. _____

Energy Conserving Behavior That Can Be Monitored

☐ Rate the performance of behavior that can be monitored, such as turning off lights and unneeded equipment. This procedure involves:

- ☐ Reviewing and analyzing the area evaluation reports submitted by Energy Monitors. Consider the following questions:
  - Has energy behavior improved?
  - If so, in what ways?
  - In what areas has there been the greatest improvement?
  - How might the program be modified to encourage greater improvement?

Attitude Surveys

☐ Prepare, distribute, and analyze a survey to determine personnel attitudes with regard to energy conservation in:

- ☐ The home
- ☐ The work place
- ☐ Transportation/mobility functions
- ☐ Recreational activities
- ☐ Purchase decisions
- ☐ Other

☐ Consider the following questions when analyzing surveys:

- Have attitudes concerning conservation improved, worsened, or remained the same?
- In what areas has there been improvement? Lack of improvement?
- How might the program be modified to encourage greater improvement?

Transportation To and From the Work Place

☐ Determine the number of personnel participating in carpools, vanpools, share-a-ride programs, and public transportation.

☐ Determine the number of personnel who walk or ride bikes to and from work.

☐ Compare these figures with those obtained in the previous evaluation period and with those provided in the original baseline data summary. Consider the following questions:

- Have transportation preferences changed this period? If so, in what way(s)?
- Have transportation preferences changed since the beginning of the installation energy awareness program? If so, in what way(s)?

Metering (For Use In Those Facilities With Utility Meters)

☐ Determine the quantities consumed for each utility during the current evaluation period.

☐ Ask the utility companies to estimate the influence of seasonal demands in the current utility consumption figures.

☐ Determine the net increase or decrease in consumption of utilities, seasonal influences discounted.

☐ Compare these figures with those obtained in the previous evaluation period and with those provided in the original baseline data summary. Has consumption increased or decreased? If so, by what percentage?

Level of Participation in the Installation's Energy Awareness Program

☐ Determine, through the use of a brief survey:

☐ The percentage of personnel who have attended at least one program event or made use of at least one program service. Two or five? More than five?

☐ The percentage of personnel who have read at least one piece of program literature. Two or five pieces? More than five pieces?

☐ The percentage of personnel who have used the suggestions box at least once. Two to five times? More than five times?

☐ Determine the percentage of personnel who are currently invovled in the program as volunteer staff members, writers, teachers, artists, speakers, etc.

☐ Compare the figure above with those obtained during the previous evaluation period. Consider the following questions:

- Has participation in the program increased or decreased?
- How might the program be modified to encourage greater participation?

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Program Organization

☐ Consider the following questions:

- ☐ Are the program staff members and the various committees and support groups efficient and well-organized?
- ☐ Is there sufficient coordination between the program units with regard to planning and implementing activities?. If not, how might it be improved?
- ☐ Are program events well-organized and well-publicized?
- ☐ Are assigned projects completed on time?
- ☐ Are program materials of high quality and suited to the needs of personnel?
- ☐ Does the program staff consider and respond to suggestions?
- ☐ Are monitoring and incentive programs well-run?
- ☐ Is the installation program adequately staffed?
- ☐ Is the program budget sufficient? Are there program areas in which more funds are a necessity? Are there areas in which funds might be cut without damage to the program?
- ☐ Have senior officers been kept informed and given opportunities for program involvement?

Senior Officer Participation

☐ Consider the following questions:

- ☐ How frequently were senior officers invited to participate in installation events?
- ☐ How frequently did senior officers visit the installation or participate in events?
- ☐ How many letters or memorandums were sent to personnel by senior officers?
- ☐ How effective was coordination between senior officers and the Energy Coordinator?
- ☐ Were senior officers financially supportive of the program?

SUMMARY

Analyze the data obtained for each of the above sections and respond by:

- ☐ Adapting the program strategies in accordance with the needs of the installations.
- ☐ Making improvements in the organization of the program, if they are necessary.

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In addition to Air Force and federal, state, and local government publications, many books and articles have been written on energy. Listed here are some books and articles that can provide background, statistical, and other energy information as well as some that may be directly applicable to your energy awareness activities. As you can imagine, the list is far from all-inclusive, but it should give you some ideas on what to look for in your local library.

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